

TAN PEI QUIN

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[LinkedIn](#)

SUMMARY

A data analyst with experience in financial industry supporting data intensive applications and public service providing research and analysis on key public concerns and issues to improve communications efforts and initiatives.

EDUCATION

BA	National University of Singapore (NUS) Bachelor of Arts (Economics)	Aug 2009 - Aug 2012
Dip	Digipen Institute of Technology, Singapore Specialist Diploma in Data Analytics and Engineering	Dec 2021 - Jun 2022
Msc	Georgia Institute of Technology Masters in Computer Science	Aug 2023 – est. Aug 2025

WORK EXPERIENCE

Institute of Banking and Finance (DBS Bank), Singapore Dec 2021 - May 2023
Data Analyst, Data Chapter, Technology and Operations

- Data extraction, cleaning, processing, exploration and analysis using Superset/Cloudera from multiple data sources for insights and reporting.
- Support data intensive application (control tower) to monitor key metrics and alerts for customer journey. Gather business users' requirements and user stories and log requirements via JIRA.
- Develop scripts to automate the monitoring of data changes arising from system migration.
- Conduct back-testing of application logic, time-series forecasting model output and alert thresholds.
- Conduct user-acceptance testing and live verification for control tower.
- Conduct data ingestion verification in QA and production platforms.

SingHealth, Singapore Apr 2021 to Nov 2021
Executive, Office of Risk Services

- Secretariat to cluster-level ERM councils, committees, workgroups, and taskforces to implement initiatives and projects related to ERM.
- Conduct surveys, data analysis and presentation on fall risks across various institution in SingHealth cluster.

National University of Polyclinics, Singapore Oct 2020 to Mar 2021
Assistant Manager, Data Protection and Governance

- Manage the institution's data protection and governance policies and framework.
- Conduct data protection audits for two polyclinics and propose recommendations and measures to address identified gaps.
- Conduct training sessions for doctors, nurses, and customer service officers on handling patients and next-of-kins data requests with positive feedback.

Note: Detailed CV with full work history and experience is available upon request.

- Conduct financial audits for six polyclinics with the use data analysis techniques to identify gaps in the processes.
- Plan and organize roadshows at all NUHS polyclinics to communicate and raise awareness on the importance of data protection.

National Institute of Education, Singapore Jul 2015 to Oct 2020
Manager, Administration, Academic Computing & Information Services

- Promoted from Executive in 2017, and from Senior Executive in 2020.
- Secretariat and executive support to the Chief Information Officer and the IT division.
- Member of multiple IT projects such as NIE portal user experience revamp, NIE mobile app revamp, IT service management chatbot.
- Automate a grant application and approval process using MS Power Automate which reduces resources and turnaround time for grant approval process from several months to two weeks.
- Regular reporting of total cost of ownership (TCO) on IT expenditure for management decision making.
- Conduct yearly customer satisfaction survey and data analysis on NIE's IT services to assess areas of improvement.
- Selected as one of nominated staff within the IT division for a leadership programme to develop skills and competencies for effective middle management.

PROFESSIONAL TRAINING

AWS Cloud Practitioner Certification
 AWS, Online, Mar 2023

Data Scientist with Python
 Datacamp, Online, Oct 2022

LANGUAGES

English: Native language

Chinese: Native language

SKILLS

Technical: Python, SQL, HTML, CSS, Bootstrap, Pandas, Numpy, Scikit-learn, Git & Github, Plotly/Dash, Matplotlib, Seaborn, Tableau, MS Power BI, Apache Superset, Collibra Metadata, Docker, AWS EC2, Flask

Others: MS Office 365, MS Power Automate, Atlassian JIRA/Confluence, Affinity Designer, Adobe Illustrator