

Tan Wei Ling

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PERSONAL STATEMENT

NUS Business graduate (Honours, Distinction; CGPA 4.3/5.0) with internship experience in banking operations and a strong record of co-curricular leadership. Seeking a graduate analyst role in banking or fintech in Singapore.

EDUCATION

Bachelor of Business Administration – Honours (Distinction), CGPA 4.3 / 5.0 2021 – 2025
National University of Singapore (NUS)

- Specialisation in Finance; Dean's List AY2023/24
- Exchange semester: Copenhagen Business School (2024)

WORK EXPERIENCE

Operations Intern, Transaction Banking May – Aug 2024
Merlion Bank – Singapore

- Reconciled daily settlement breaks across 3 payment rails; cleared a 200-item backlog in 6 weeks
- Documented SOPs adopted by the team, reducing onboarding time for new joiners
- Automated the daily breaks report in Excel VBA, cutting prep time from 45 to 10 minutes
- Presented process-gap findings to the team head at internship close-out

Marketing & Operations Intern May – Jul 2023
Kallang Pay (fintech startup) – Singapore

- Ran merchant onboarding for 60+ hawker stalls; wrote the bilingual onboarding guide still in use
- Analysed transaction data to identify churn-risk merchants; retention calls recovered 12 accounts

Research Assistant (part-time) Jan – Apr 2024
NUS Business School

- Cleaned and coded survey data (Stata) for a study on SME digitalisation across 800 respondents

PROJECTS

FinTech Case Competition – 1st Runner-Up (of 42 teams) 2024
NUS x industry sponsor

- Proposed an SGQR-based loyalty integration for hawker merchants; presented to industry judges
- Built the financial model and a working Figma prototype over a 72-hour sprint

SKILLS

Excel (advanced), PowerPoint, Stata, SQL (basic), Python (basic), Bloomberg Terminal (campus certification)
Languages: English (native), Mandarin (business proficiency)

CO-CURRICULAR ACTIVITIES

- Vice-President, NUS Investment Society – led a 20-member analyst programme and two flagship conferences
- Founding member, NUS FinTech Society case-prep circle
- Volunteer tutor, CDAC weekend programme (2022–2024)

REFERENCES

Available on request.