

# JOHN TAN

## PERSONAL PARTICULARS

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- NRIC: S1245678Z
- Date of Birth: 11 November 1980
- Gender: Male
- Marital Status: Single
- Completed Full-Time National Service

## CAREER OBJECTIVE

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To apply my experience in the software design and development process to a project management role within a dynamic and forward-looking HR organisation.

## WORK EXPERIENCE AND ACHIEVEMENTS

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From 2006      Company B Limited

*Team Leader, IT Department*

- Lead a team in designing and developing software systems that optimised Company B's HR processes, resulting in a 20 per cent enhancement in efficiency and productivity.
- Managed vendors to ensure the smooth functioning of IT administration, maintenance and support for Company A and its subsidiaries.

2004 - 2006      Company A Pte Ltd

*Programmer Analyst, HQ IT Support*

- Worked closely with end users to understand business requirements for new modules for in-house systems such as HR and Finance.
- Designed and developed the required modules and conducted user acceptance testing. The resulting enhancements enabled users to streamline their processes and eliminated redundant tasks.

## PROFESSIONAL QUALIFICATIONS AND COURSES ATTENDED

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- 2008 - Singapore Computer Society
  - Certified IT Project Manager (CITPM)
- 2007 - National Productivity Board Singapore
  - QC Circle Techniques for Leaders
- 2006 - Singapore Service Quality Centre  
Service Quality Leadership Programme.

## IT EXPERTISE

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- Project Management
- Technical & Helpdesk Support
- Languages – Java, C++, XML, JavaScript, HTML, Pascal
- Software – Lotus Notes, Microsoft Office

## EDUCATION

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- 2004 – University of ABC
  - BSc in Computer Science
- 1998 - ABC Junior College
  - GCE 'A' Levels
- 1996 - ABC Secondary School
  - GCE 'O' Levels
- 1992 - ABC Primary School
  - Primary School Leaving Examination