

Phang Nyit Shen

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PROFILE

- Meticulous, analytical, diligent and energetic at work
- Positive and conscientious attitude
- Cheerful, helpful and courteous
- Leadership in leading a team with tolerance and understanding
- Work well under pressure
- Possesses determination & perseverance in fulfilling assigned task to expectations

EXPERIENCE

Freelance IT Consultant for Carpenter & Paterson (S) Ltd **Jan 09 – Current**

- Freelance IT Consultant for UK MNC on Asia Pacific Office IT Solutions
- Assist in setting up and maintaining office IT setup infrastructure
- IT area consulting related to Business and IT Integration

NSF, 3rd Singapore Infantry Battalion (3SIR) **Jun 07 – Jun 09**

- National Service in 3rd Singapore Infantry Battalion
- Rifleman / Group 2IC / Admin Support Assistant

Entrepreneur, SGIX NETWORK TECHNOLOGY LLP **Jul 04 – Sept 07**

- Self Set-up Business on IT Solutions (Partnership)
- Financial accounts handling
- Sales Consultation & Advises
- Technological advices
- Administrative handling
- Documentation writing and planning
- Customer Service Support
- Implementing of new projects and services
- Aliasing with suppliers and providers

Sales Consultant, EIC1881 CONSULTANCY PTE LTD

Mar 06 – Jun 06

- Sales Consultation & Advises
- Technological advices
- Administrative handling
- Documentation and proposal writing
- Implementing of new projects and services
- Aliasing with customers on projects development

Data-Entry Clerk (Part-time), T-EST PTE LTD

Dec 04 - May 05

- Printer Tester (Distinction in T-EST's Basic Printer Tester Test)
- IT & Technical Support towards test lab
- Documentation preparation for ISO 9001 : 2000 certification
- Data-Entry and Data Collating Report

Entrepreneur, ESHUB INTERNET SOLUTIONS

Mar 03 - Jul 04

- Self Set-up Business on Internet Solutions (Sole-proprietor)
- Financial accounts handling
- Marketing & Promotion Planning
- Sales and Customer Service Support

EDUCATION

University of Bradford & MDIS

Apr 09 – Current

Diploma in Business Management (Part-Time)

Currently Studying Part-Time in the above course

Institute of Technical Education (West), Clementi

Jun 05 – Apr 07

Higher National ITE Certification on Business Information Technology

- Advanced Information Technology
- Business Communication
- Business Fundamentals
- Web Publishing
- Entrepreneurship
- Office Applications (MS Office)
- Enterprise Resource Planning

SKILLS

Information Technology

- Basic computer software knowledge, able to debug system errors.
- Basic computer hardware knowledge, able to troubleshoot hardware errors.
- Basic Networking Setup (LAN/WLAN/WAN)
- Application deployment to business & technical areas
- Understands basic HTML/PHP programming coding.
- Basic Web Designing and CMS System
- Operating System that I am familiar with:
 - Apple Macintosh System (10.3.0 and above)
 - Microsoft Windows 98, Windows ME, Windows XP
 - Linux Redhat/Fedora/CentOS
- Software that I am familiar with:
 - Adobe Photoshop Creative Suite
 - Microsoft Office (Words, Powerpoint, Excel, Access, Outlook, Visio)
 - Apple Keynote & Pages

Business Management

- Preparation of meeting agenda
- Preparing proposal
- Writing business plans
- Customer Service Support
- Leading and manage team
- Head as project manager

ADDITIONAL INFORMATION

Date of Birth:	30 June 1988
Nationality:	Singaporean
Marital Status:	Single
Expected Salary:	S\$1800.00
Linguistic Competence:	Chinese & English (Written & Spoken)