

# EDMUND WAN

(HP) 90472600

[edmundwan123@gmail.com](mailto:edmundwan123@gmail.com)

Quick and efficient worker. Delivers work fast. Can think quickly on the spot. Good in C#, Unity, Math and Physics.

## EXPERIENCE

**START FEBRUARY 2016– START MARCH 2016**

**ADMINISTRATIVE SUPPORT ASSISTANT**, INTERNATIONAL FINANCIAL SERVICES

Data matching, verification, reconciliation. Assist the supervisor with any tasks assigned, from photocopying to data entry.

**START JUN 2016 – END JULY 2016**

**CUSTOMER SERVICE AGENT**, CENTRAL PROVIDENT FUND SINGAPORE

Assist in the daily process of people using the e-services in the CPF branches. Make sure that people leave CPF with the information they came to get from us.

## EDUCATION

**JAN 2013 – DEC 2014**

**YISHUN JUNIOR COLLEGE**

Joined the Environmental Ambassador Club to spread awareness of the depreciating climate.

## SKILLS

- C# scripting and Unity
- Maths and Physics
- Comfortable with conversing with people

## ACTIVITIES

Volunteers at Chinese Development Assistance Council (CDAC), just received the 5 year long volunteer award this year. Helps the needy kids to get their textbooks for free by assisting in the sorting of the books.