

EDUCATION

Singapore Institute Management – University of London

2012 - 2015

- Bachelor of Science in Accounting and Finance
- Date of Graduation: May 2015

Ngee Ann Polytechnic

2008 - 2011

- Diploma in Banking and Finance
- Attained cumulative GPA of 3.6
- Director's List in year 2, for achieving outstanding academic result

WORKING EXPERIENCE

Mizuho Bank (Singapore)

Jun 16 – Present

Business Coordinating Officer – Client Due Diligence

- Manage an exhaustive portfolio of international clients (Corporates / Real estate / Private equity funds etc)
- Conduct due diligence on existing customers in a timely manner while ensuring conformity to regulatory requirements as part of the onboarding and periodic review process
- Liaise actively with different business units to obtain customer's information and to ascertain the credibility and reliability of information provided
- Provide advisory to Front Office in instances of non-conformity to regulatory requirements
- Identifying and addressing adverse news and screening for potential PEP hits
- Understanding and establishing shareholder's structure and beneficial owner in accordance to MAS 626 guidelines
- Provide advisory to Front Office on onboarding requirements in accordance to the Bank's and local regulatory requirements
- Cooperated with various business units to ensure relevance and completeness of KYC information

Prudential Assurance Company

Jan 16 – May 16

Financial Advisor

- Provide advice and help clients achieve financial security and realistic returns
- Analysed client's financial profile and recommend/implement insurance solutions to ensure clients are adequately and suitably covered
- Established and maintained good working relationship with clients

Singapore Airlines

Sep 12 – Dec 15

Cabin Crew

- Maintained Singapore Airline's high standards of customer service to passengers
- Displayed strong teamwork while working with a largely diverse group of colleagues from different nationalities
- Extensive product knowledge on food and beverages
- Equipped with good communication skills to handle different types of passengers

Royal Bank of Scotland, RBS

Mar 10 – Aug 10

Internship, Client Service Group - Rates and derivative

- Conduct trade validation on various types of derivative products
- Ensure confirmation documents comply with ISDA rules and regulations
- Liaise with different business units while investigating trade discrepancies
- Provide operational support to facilitate trade processing

SUMMARY OF SKILLS

- Highly independent team player with strong analytical, interpersonal and communication skills
- Proficient in various AML systems such as World-Check and Factiva
- Proficient in Excel for analysis and reporting as well as working knowledge of Microsoft Office (Word/Powerpoint)
- Acquired M5, M8, M8A, M9 and M9A Health Insurance Qualifications
- Certified Associate Financial Planner (AFP) under the FPAS
- Proficient in written and spoken English and Chinese