

# Joy Seah, CA (Singapore)

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## Work Experience

### **BNP Paribas Securities Services**

**Client Reporting Associate (Fund Accounting and Mandate Reporting)**, May 2014 - Present

- Consistently recognised with outstanding feedback in performance appraisals
- Independently perform fund consolidation for onshore, offshore and external fund managers' portfolios with AUM in excess of SGD 7 billion
- Lead the delivery of investment portfolio reports that consist of equities, bonds, REITs, ETFs, fund of funds, derivatives etc.
- Ensure NAV calculations are accurately prepared in accordance with applicable industry recommended accounting practices, accounting standards or specific constitutional documents
- Manage internal and external audit queries
- Prepare reconciliations between accounting books and custody records
- Resolve client queries and research into reporting data anomalies
- Coordinate with local and overseas support functions to ensure that reports are delivered promptly to meet agreed KPIs
- Drive process improvements in reporting resulting in reduction of 5 days in yearly financial statements preparation
- Conduct user acceptance testing for new system and document defects and expected results
- Review and update operational procedures on a regular basis
- Facilitate new client/fund on-boarding, termination and migration activities

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### **Maritime and Port Authority of Singapore**

**Human Resource Executive (Payroll)**, Jun 2013 - Feb 2014

- Administered payroll processing and reporting for over 600 employees
- Prepared staff costs budget to support strategic decision making
- Assisted with account analysis and reconciliation to the general ledger

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### **Agency for Science, Technology and Research (A\*STAR)**

**Internal Audit Intern**, May 2012 - Jul 2012

- Carried out audit fieldwork in cash management and grant management
- Developed control self-assessment checklists for cash management
- Researched and wrote 2 audit newsletter articles

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### **Deloitte & Touche LLP**

**Tax Intern**, Sep 2009 - Nov 2009

- Prepared Singapore corporate and individual income tax return
- Verified income tax assessments issued by the IRAS
- Drafted replies to letters issued by the IRAS

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## Education and Professional Qualifications

**Certified Chartered Accountant, CA (Singapore)**, 2016

**Bachelor of Accountancy (Honours), Nanyang Technological University**, Aug 2010 - Jun 2013

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## Skills and Awards

**Software:** Microsoft Office, Multifonds, pControl, Bloomberg Terminal, HiPortfolio, SAP, AuditSystem, SWIFT

**Language:** English, Mandarin Chinese

**Awards:** Extra Mile Employee Award (Top 6 employees) at BNP Paribas Securities Services, 2016

Commendation for Professional Attachment (Top 10%) at A\*STAR, 2012

Commendation for Student Internship Programme (Top 10%) at Deloitte & Touche LLP, 2009