

JADE, KUOK PEI KEE

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Address: 15 Thomson Walk, Singapore 574462

Residency: Singapore PR from Birth / Malaysian

EDUCATION AND QUALIFICATIONS

2012 - 2013 **Master of Financial Analysis**

University of New South Wales (**UNSW**)

- Developed specialist knowledge and skills in Investment Analysis, Funds Management and Risk Analysis
- Distinctions in *Risk & Insurance* and *International Corporate Governance*

Advanced Chinese Business Study Tour at Shanghai, China.

Shanghai Jiao Tong University in collaboration with *UNSW Confucius Institute*.

- Gained a direct insight into China's emerging business world through intensive Business classes in Mandarin and site visits to leading multinationals such as Bao Steel, United Parcel Service (UPS) and the Shanghai Stock Exchange.

2009 - 2012 **Bachelor of Business (Accounting/Banking and Finance)**

Victoria University, Melbourne

- Achieved a **Distinction average** in all Banking & Finance-related subjects

PROFESSIONAL WORK EXPERIENCE

2015 – Present **Fund Accountant** | Citco Fund Services (Singapore)

- Preparation of Net Asset Valuation, financial statements and associated reports for a portfolio of hedge/ private equity funds.
- Reviewing of bank, securities and other reconciliations prepared by support teams
- Maintaining day-to-day relationships with fund managers, investors, brokers & auditors.
- Assisted with on boarding of funds onto Citco's new fund accounting system and volunteered to be the team's SME of the new automatic transaction reconciliation program.
- Successfully transitioned 6 fund valuations to the Manila office; designed fund-specific procedures and delivered on-going training.
- Meeting expectations of fund participants and ensuring service delivery to clients
- Coached new hire and junior staff, as well as peers on specific project implementations.

2013 - 2014 **Trainee Accountant** | F. H. LIM & CO. – Chartered Accountants & Business Advisor, Sydney, Australia

- Prepared year-end financial accounts for a range of entities including small and medium enterprises (SME), partnerships, trusts and superannuation funds.
- Maintained and undertook an analytical review of clients' financial data
- Processed financial statements and completed Income Tax Returns.
- Assisted in researching and producing tax planning & strategic accountancy advise
- Involved in a range of compliance work including ASIC, BAS, IAS & PAYG statements

PROFESSIONAL DEVELOPMENT

2015 **Claritas® Investment Certificate / CFA Institute Investment Foundations™**:

- Developed a clear understanding of the investment management industry & the complex financial markets.

2013 - 2014 **Seminars & Workshops attended**:

- Investment & Portfolio Management; Estate Planning (Perpetual)
- Self-Managed Superannuation Review (Black Ink Deloitte)
- Essential Fringe Benefit Tax (FBT) Tips; 2014-2015 Federal Budget (Pitcher Partners)

2012 **Mentee** | Victoria University-National Australian Bank (VU-NAB) Career Mentoring Program

- Mentored (one-on-one) by a Senior NAB staff member in the development of vocational skills and awareness of industry and occupational expectations.
- Job-shadowed my mentor and joined him in his team meeting.
- Conducted informational interviews with 3 of his colleagues working in different operations (Risk & Capital, Treasury and Business Banking)

2011 - 2012 **Communications Officer** | Accounting, Finance & Investment Student Society (AFISS)
Victoria University

- Designed and organised information for Newsletters regarding Industry Developments, After-Event reports and interviews with speakers and attendees.
- Established and provided professional settings between members and invited industry personnel.
- Attended seminars held by ANZ, Ernst & Young and Deloitte, etc.

PROFESSIONAL MEMBERSHIPS

2011 - Present **Financial Services Institute of Australasia (FINSIA)**

Student Member

2012 - Present **Chartered Accountants Australia and New Zealand (ICAA)**

OneNetwork Student Member

LANGUAGES

Proficient in both written and spoken **English** and **Mandarin**

REFEREES

Available upon request