

Gwee Gin Lynn
ginlynn95@gmail.com
9387 0062
Blk 875, #10-175 Yishun ST 81 Singapore 760875

PERSONAL STATEMENT

A motivated and meticulous individual with some experience in the field and is currently pursuing a part time degree in finance.

SKILLS

- Microsoft Office proficiency
 - High level of accuracy
 - Attention to detail
 - Well organized
 - Quick learner
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EMPLOYMENT

Fund Administrator

Tenzing Capital Asia Pte Ltd | Singapore
Mar-15 > Dec-16

Duties

- Daily trade reconciliation of broker trade reports to broker statements (multiple brokers) for Macro Trading book
- Daily monthly detailed profit and loss management reports
- Daily Equity Portfolio reports, showing monthly. YTD profit loss, annualized returns etc
- Hedge Fund database, updating AUM, performance and doing the reports for my employer's treasury trips
- Update and organize the documents for the statutory files, for the BVI corporates

ERP Accounting - Accounts Receivable/Payable:

- Accounts receivable / payable for Tenzing Capital Asia
- Petty Cash reconciliation
- Used the accounting software SAP

- Help out the Headquarters in New Zealand with accounting duties

Administrative Assistant (internship)

Hong Kong and Shanghai Banking Corporation (HSBC)

Mar-14 > May-14

Duties

- Enter the transaction details into the data base
 - Balancing of Cash for AT
 - Transfer of funds, Corporate entries
 - Sort and clearing of cheques
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EDUCATION

- UNISIM (Jan 16 - current)
Bachelor of Science in Finance
 - Nanyang Polytechnic (Apr 12 – May 15)
Diploma in Fund Management and Administration
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PERSONAL INTERESTS

Shopping | Traveling | Reading |

REFERENCES

Director

Mr Glenn Simmonds

6513 4581

gsimmonds@tenzingasia.com

Accountant

Miss Lee Cai Ling

6513 4583

cailing@tenzingasia.com



12th December 2016

To: Whom it may concern,

Dear Sir/Madam,

Ms Gwee Gin Lynn (NRIC: S9531968H)

This is to confirm that Ms Gwee Gin Lynn was employed as fund accountant/administrator at our firm from 09th March 2015 until 09th December 2016. The recent layoff was a direct result of a board initiative to downsize our staff head count due to changes in our business model.

During the period that she was employed, she reported directly to me. Her duties and responsibilities included daily trade reconciliations, producing daily and monthly profit and loss management reports, for our internal macro trading and equity portfolio business units. In addition to this she also was responsible for the accounts receivable and payables function for our Singapore registered company, Tenzing Capital Asia Pte Limited.

Gin Lynn was at all times very co-operative, friendly and hard working. She accepted her responsibilities with eagerness and everything that was asked of her was completed in a timely and professional manner. Her attendance was exemplary and her ability to fit in to small team and manage her own work load on daily basis was a credit to the person she is.

I have no hesitation in recommending Gin Lynn as a competent, hardworking and responsible employee, and I believe that she has a very bright future ahead.

Please feel free to contact me should you require any more information or a verbal reference.

Sincerely,

Glenn Simmonds

Managing Director

Tenzing Capital Asia Pte Limited

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Email: gsimmonds@tenzingasia.com