

## **ZAHIRAH IBRAHIM**

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### **Objective**

To secure a challenging and rewarding position with an excellent opportunity to fully utilize my work experience in fund accounting to another level.

### **Work Experience**

#### **HSBC Institutional Trust Services, Service Delivery**

Nov 2013 – Present

##### *Senior Portfolio Accountant*

- Perform daily, weekly and monthly Net Asset Value (NAV) calculation of funds – Custody, Prime Broker and Funds of Hedge funds.
- Facilitate accurate processing/settlement of trades, corporate actions and monitor funds cash flow activity with various internal and external parties.
- Communicate and maintain good fund relationship with clients.
- Involve in the yearly audit of funds by attending to various audit inquiries and preparing relevant reports.
- Involve in migration and termination of funds.
- Work closely with the offshore fund accounting team. Play a key role assisting them in resolving breaks and providing a solution on any open issues with the fund.
- CEO Impact Award finalist - Improve efficiency and reduce risk in the calculation of performance fees.
- Recipient of the Excellent Service Award (EXSA) - Silver Award

#### **Citico Fund Services, Shared Services**

Oct 2010 – Oct 2013

##### *Senior Operations Analyst*

- Prepared cash reconciliations, trades and positions of funds daily.
- Prepared daily NAV calculations for Hedge Funds, Fund of Funds.
- Exposure reconciling a wide range of hedge funds from Equities, Fixed Income, Swaps, Futures to OTC on various systems (Automated and manual reconciliations).
- Prepared dividend reconciliations and actively work with brokers and clients to resolve any dividend and trade discrepancies.
- Responsible for reviewing team's funds to ensure deliverables are in accordance with client standards.
- Involved in the migration of new relationship to the team.
- Involved in the conversion of funds to a new system.

**Standard Chartered Bank, Consumer Banking Market Sales**

Sept 2009 – Oct 2010

*Treasury Sales Support (Contract)*

- Part of the FX advisory desk. Provided trade support to a team of five dealers.
- Responsible for keeping track of desk revenue for monthly reporting to Management team.
- Processed trade ranging from FX spot to options and prepares trade confirmation for client.
- Communicate with Relationship Managers on clients' orders and positions daily.

**Education****University of London**

Aug 2007 – Jun 2009

External Programme from Singapore Institute of Management

*Bachelor of Science, Banking and Finance*

- First Class Honours
- Excellent credits in Financial Reporting, Principles of Banking and Finance, Management Mathematics, Management Science Methods, Investment Management.

**Temasek Polytechnic**

Apr 2003 – Mar 2006

*Diploma in Accounting and Finance*

- GPA: 3.29/4
- Excellent CCA standing

**Relevant Skills**

- Language Proficiency: Verbal and written English and Malay
- Computer: Microsoft Office (Ms Word, Ms Excel, Ms PowerPoint), Reuters, Bloomberg, Geneva, NTAS