

Tan Hwee Ying

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PROFESSIONAL SUMMARY

I am an individual functioning on minimum supervision to meet daily challenges. I am also a team player, constantly initiating ways to improve the team's efficiencies. The 2 promotions within 3 years is a confirmation and recognition of my abilities and dedication.

EDUCATION AND PROFESSIONAL CERTIFICATION***Singapore Chinese Chamber Institute of Business******Jul 16 – Sep 16***

- Certificate in Business Mandarin for Banking Professional

CFA Institute***Jul 13 – Jan 14***

- Investment Foundations Program

Singapore Management University***Aug 08 – Dec 12***

- Bachelor of Science (Economics)

WORK EXPERIENCE***SS&C Fund Services (Asia) Pte Ltd******Apr 14 – Present******Fund Accountant 3 (Hedge Funds)***

- Support clients trading in multiple asset classes - Equities, Bonds, Derivatives
- Familiar with the NAV process - Trade capturing to investors' allocation
- Prepare monthly portfolio pricing using Bloomberg, Markit and Broker Quotes
- Provide daily cash, position and P&L reconciliation
- Improve post NAV reporting tasks by use of Microsoft excel
- Assist Funds on auditing, due diligence, board meetings and other ad-hoc reporting
- Support the conversion and on-boarding of clients into SS&C
- Conducted a successful 1-week training in an offshore office

Citco Fund Services (Singapore) Pte Ltd***Feb 13 – Mar 14******Operations Analyst***

- Achieve zero errors during daily cash, trade and position reconciliations
- Resolve open break items between Citco and external records
- Learn about the different financial instrument so as to capture the correct P&L
- Operate the Bloomberg Terminal to retrieve information