

**LIM YIXUAN ANNA**

DOB: 28 May 1989

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**WORK EXPERIENCE****MainstreamBPO – FundBPO Pte Ltd****Aug 2016 – Present****Senior Fund Accountant – Investment Admin Team**

- Answer to clients queries and meet clients on quarter basis to manage relationship
- Manage junior fund accountants; Review funds – Private equity and Mutual funds
- Review and prepare month-end, quarter and annual financial reporting
- Prepare management fee allocations, capital call allocations and distribution allocations
- Answer to investors' queries and prepare investors' reporting
- Liaise with auditors for financial audit
- Co-ordinate and set up new funds accounts

**State Street Bank****Nov 2014 – Aug 2016****Associate II, Global Services, Alternative Investment Solutions**

- Reviewed general accounting journals and bank reconciliations for real estate & private equity fund entities
- Reviewed quarter and annual financial reports, XBRL reporting, portfolio schedules, accrual schedules
- Reviewed work papers for quarterly GST statement of claims and annual GST filings
- Prepared management fee allocations, capital call allocations and distribution allocations
- Primary contact for day-to-day existing & new investors' queries, and prepared ad-hoc investors' reporting
- Liaised with auditors for financial audit, provide requested information and response to specific inquiries

**The Bank of New York Mellon****Jun 2012 – Nov 2014****Fund Accountant, Fund Services, Asset Servicing**

- Calculated daily, weekly and monthly mutual fund valuations for QDII, KIC, Hong Kong Treasury, CFS(Australia), MAS
- Handled accounting reconciliations and trade reconciliations between internal & client reports
- Researched discrepancies and resolved them in a timely manner
- Effectively communicated concerns with internal operation team members, investment team contacts, and relationship managers to resolve issues
- Reviewed reports submitted by team members for errors and misrepresentations
- Coached new employees and participated in cross training with other teams
- Involved in user acceptance testing; financial accounting system conversion and new client reporting system

**EDUCATION****Singapore Institute of Management – Global Education****Jul 2009 – May 2012****University of London International**

Bachelor of Science (Honours) in Accounting and Finance

Classification: Second Upper

**Tampines Junior College****Jan 2006 – Dec 2007**

GCE 'A' Levels (Science Stream)

**St. Anthony Canossian Secondary School****Jan 2002 – Dec 2005**

GCE 'O' Levels (Science Stream)

**ADDITIONAL INFORMATION****Languages:** Fluent in English, Mandarin and Cantonese**Technical Skills:** Proficient in MS Word, Excel, PowerPoint, Access**Accounting Tools:** UBS Accounting System, Investran, Oracle, Enterprise, Paxus, IRESS**Financial Tools:** Bloomberg, IDC, Thomson Reuters