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## **Education**

**Nanyang Technological University (NTU)**

*Bachelor of Business (Banking and Finance) with Honors*

**(2011-2014)**

**CFA**

**(2016)**

*Currently a candidacy for CFA Level 2*

## **Working Experience**

**National Australia Bank**

**(Jan 2015 - Present)**

*Associate, Customer Payments and Processing*

- Sub Team Leader
- Monitoring and planning of team's productivity and workload

### **Day-to-Day Operations**

- Nostro accounts Reconciliation and investigation (Nostro Breaks)
- Property Loans Review and Placement (Business and Private Clients)
- Loans Collateral and Draw down
- Fiscal Loans pay out (HPFLAS)
- Settlement (Authorise and Construct SWIFTS Payments, MT103, MT202, MT199)
- Treasury funding discrepancies investigation - Nostro, Call A/C, Term Deposit, DCD
- Local Nostro funding and transfer (MAS MCB, OCBC, DBS, HSBC)
- Reconciliation and Maintenance of internal bank accounts (Suspense, Bridging Accounts)
- Investigate missing Incoming and Outgoing Funds (MT103, MT202, MT202C etc)
- Cheques Issuance (SGD, Drafts, Cashier's Order)
- Local Cheque Clearance
- Foreign Cheques Clearance (Cash Letters)
- G3 (Giro) Clearing of funds
- CTS
- Term Deposits Placement
- FX placement
- DCDs placements
- Inward funds clearing (MT103, 202)

### **Projects Involvement**

- VBA macro creation for DCD premiums automation
- VBA macro creation for Foreign cheques clearance automation
- Process Standardisation across Asia regions (e.g. Term Deposits)
- G3 and SWIFT testing
- New Internal Account creation to facilitate daily transactions (Internal Bridging Suspense Account)
- Improved funding accuracy of payroll with involvement of Dealer, Finance
- Sort out processes issues on bank charges and Nostro reconciliation
- Internal procedure manual writer and checker (e.g. Cheques, deposits, DCDs)
- Leads MAS TOP 100 reporting
- Local Nostro funding and transfer process improvement for improved accuracy
- Type 2 report alteration - ongoing
- G3 manual Collection form improvement - ongoing
- Part of the Process improvement committee (KAIZEN)
- Giro DDA (AUD) - ongoing

**National Australia Bank**

**(August 2016)**

*Secondment to Markets Dealing Room*

- Only person to be seconded to Market Risk
- Understand how markets announcement affects FX and currency.
- Institutions Groups IPO and securities sales
- Understand how Swaption is priced to clients.
- Construction of analysis data through Microbond.
- Shadowing to meet potential client

**National Australia Bank**

**(Jan 2016 - Present)**

*Secondment to Operational Control*

- KYCs review (MAS, World-Check)
- MAS TOP 100 process improvement
- Checking of Term Deposits fundings and rates
- Accounts opening/ Maintenance
- Manual Construct of Statements and confirmations
- Ensure no unauthorised transactions in operations

**Sheffield Offshore Services**

**(2013)**

*Intern, Finance & Accounting department*

- Assisted in issuance of payments invoices to clients.
- Issued cheques for clients
- Record of accounting cash flow and payables

**Mercer Singapore**

**(2012)**

*Intern, Health and Benefits (H&B) department*

- Analyzed Claim Utilization and graphs for Lifestyle Survey deck
- Generated Benchmarking reports using Microsoft Office
- Recommended improvements for clients.

**Skills**

**Proficiency in Microsoft Word, Excel and PowerPoint, Excel VBA**

**Language**

**English (Read- Expert, Write - Expert)**

**Mandarin Simplified (Read - Expert, Write - Expert)**

**Mandarin Traditional (Read- Expert)**

**Systems**

**Proficiency in Kapiti System**

**Proficiency in Sharepoint/ CRMOD**

**Proficiency in AOM system**

**Proficiency in STORQM**

**Stregths**

**Independent learner and a team player**

**Quick learner and inquisitive**

**Analytical and detailed-orientated**