

## **EDUARDO**

### **QUALIFICATION SUMMARY**

- Results-driven achiever and highly motivated team player with good analytical and problem solving skills.
- Proven ability to complete tasks within the stipulated time and to the best possible standards.
- Eager to learn new things with a positive can-do attitude.

### **EDUCATION**

**Mar 2009 – Nov 2009**

**Nanyang Polytechnic Singapore**  
Specialist Diploma in Fund Management (Part-time)

**July 2003 – June 2006**

**University of Melbourne, VIC, Australia**  
Bachelor of Commerce, major in Accounting and Finance

**July 2002 – July 2003**

**Trinity College, VIC, Australia**  
Foundation Studies

**July 1999 – June 2002**

**Wage Rudolf Supratman, Medan, Indonesia**  
High School Studies

### **AWARDS**

**July 2003 – June 2006**

**International Undergraduate Scholarship**  
University of Melbourne, Australia

### **PROFESSIONAL WORKING EXPERIENCE**

**September 2008 – June 2013**

**Senior Fund Accountant/Deputy Manager, Citibank Singapore**

Duties:

- Responsible for the daily operation and supervision of the team.
- Review Net Asset Valuation (“NAV”) produced by the team.
- Advise the team on fund accounting controls and procedures.
- Liaise with fund managers, clients, brokers and internal counterparts to ensure service delivery.
- Participate in the implementation and migration of new clients/funds.
- Responsible for staff mentoring and development.
- Work with the manager to ensure efficient work allocation within the team.
- Assist the team in work improvement process.

**September 2007 – September 2008**

**Fund Accountant, Citibank Singapore**

Duties:

- Prepare NAV on a daily basis.
- Perform cash, position and future reconciliations against broker/custody records.
- Ensure pricing accuracy and completeness of corporate actions.
- Prepare financial statements of funds in accordance with accounting principles.

- Coordinate audit related requests.

### **September 2006 – September 2007**

#### **Audit Associate, KPMG Singapore**

##### **Duties:**

- Assist senior auditors to conduct compliance and financial statement audit on various publicly listed companies, including financial institutions, manufacturing and Real Estate Investment Trust (REIT).
- Assess the adequacy and effectiveness of internal controls system and provide recommendations for improvement in Management Letter.
- Perform financial statement analysis and obtain explanations for significant fluctuations from expectations.
- Perform various audit procedures and prepare documentation on all audit work done.

## **OTHER WORKING EXPERIENCE**

### **Feb 2006 – August 2006**

#### **Assistant - Career & Employment Services, University of Melbourne (Part-time)**

##### **Duties:**

- Assisted in marketing of upcoming career events.
- Assisted in the running of various career events held at university.
- Assisted in organising various career resources for easy reference by students.
- Assisted the Career & Employment Consultant with administrative duties.

## **SKILLS**

### **Computer Skills**

- **Systems:** Multifonds fund accounting system, custody system, Bloomberg, Reuters
- **Microsoft Office:** Word, Excel, PowerPoint, Access.
- **Languages:** Visual Basic.NET, Python

### **Languages**

- Fluent in written and spoken English, Chinese, and Indonesian.

## **JOB REFERENCE**

Available upon request.