

Career Objectives	Have strong interest in financial market and want to further career growth within hedge fund industry only
Education Qualifications	
Sep 2011 to Aug 2013	BSc (Hons) Banking and Finance Degree – University of London International Programmes – Second Class Honours (Upper Division)
Mar 2006 to Mar 2009	Diploma in Banking and Financial Services (Major in Financial Trading), Singapore Polytechnic
Certificate	
June 2009	Certificate in Technical Analysis (Finance) awarded by Singapore Technical analysts & Trader Society - Taken due to self interest

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Dec 2016 to Present	<p>Senior Fund Accountant at Citco Fund Services (Singapore), Shared Services Centre</p> <p>Role and responsibilities include:</p> <ul style="list-style-type: none"> Continue to perform fund services to European hedge funds but take on higher responsibility by handling funds with bigger AUM. Preparation of financial statements and other required reports on a weekly/monthly basis while ensuring tight deadlines are met. Develop and maintain relationships with investment advisors/managers, banks, brokers and investor relation group. Working closely with account manager in the launch and set up of new funds. Preparation of financial statements and other required reports on a weekly/monthly basis while ensuring deadlines are met. Coaching and training juniors in understanding calculation of NAV process for new funds assigned to them and reviewing of their work. Manage juniors and assist them in work to ensure deliverable of funds are not delayed. Troubleshooting with technical support team to resolve financial reporting issues. Assist account manager to prepare reports for auditors and respond to auditor queries. Complying and onboard new internal controls, policies and procedures. Review and make suggestions for process improvement. Assist account manager in any ad-hoc projects when necessary
Mar 2014 to December 2016	<p>Fund Accountant at Citco Fund Services (Singapore), Shared Services Centre</p> <p>Role and responsibilities include:</p> <ul style="list-style-type: none"> □ Perform fund administration services to European hedge funds - Clients include Goldman Sachs , Winton Capital and current major client, Marshall Wace □ Prepare financial reporting for hedge funds, - Calculation of Net Asset Value and preparation of Statement of Asset and Liabilities and Profit and

Loss Statement on daily/weekly/monthly basis, while ensuring tight deadlines are met.

- ☐ Securities valuations include validation of market prices against vendors on the various listed securities and OTC products such as options, variance swap and CDS. Also include stale price report check, flagging out of suspended/halted securities, performing P/L market value checks.
- ☐ Ensuring capital transactions are booked correctly and P&L is allocated correctly at fund, class and investor level. Process payment of fund expense through in-house system and booking of fund income/fee accruals. Calculation and validation of management fees, highwatermark, performances fees, equalisation and forced redemption .
- ☐ Generating associated daily reports for major hedge funds while meeting tight deadlines and fund's requirements.
- ☐ Handled funds with master feeder fund structure with mutli line hedging share classes.
- ☐ Perform daily and month end reconciliation of cash, trade and positions using in-house reconciler / excel spread sheet, supported by client's blotters and broker statements.
- ☐ Reconcile dividends and equity swaps/collateral and any interests related on monthly basis.
- ☐ Resolve day to day trade and cash discrepancies with investment managers, brokerages and headquarter in Dublin.
- ☐ Coaching juniors in understanding calculation of NAV process and firm's operations.

Oct 2013 to Dec
2013

Part-time Bank Assistant at United Overseas Bank (Singapore), Group Technology and Operation, Business Internet Banking (BIB) Took on “maker” role. Duties include:

Assist to process daily influx of BIB account opening [Application Section] through bank intranet system. Processes include entering company details, appointed administrators & signatories, product package (Basic/Professional) and bank accounts.

Access Bank Wide Customer Information Facility (BWCIF) for extracting/verifying client's personal details.

Creation of Remittance (ROS) and Inter-Bank Giro (IBG) for electronic bulk services. Process various customer requests [Maintenance Section] such as linking company new bank account, reissuing of password/tokens, creation and termination of user/account.

Software Skills

Microsoft Outlook, Word, Power Point and Bloomberg. Familiar with Excel with very basic understanding on VBA macro.

**Languages
Proficiency**

English – Fluent, Mandarin – Average

Personal Traits

Able to work independently and often assist others when issues arise. Display strong commitment to work and learn. Organised with good planning ahead to allow completing various tasks within tight deadlines. Trained to pay more attention to details and numbers. Initiate problem solving surrounding trade discrepancies or system reporting issues. Self-discipline, humble, integrity, self driven and take high responsibility for own work.

Hobbies/Interests

Surfing the internet, Watching movies, Playing console Racing/ Strategy games. Follow financial market news from forexlive, markewatch, zero hedge etc.

**Working
Availability**

One month after confirmation, No issues with working OT/ Weekend/ Shifts or PH
