142 Serangoon North Ave 1, #01-335, Singapore 550142 Phone: +65 96283456 E-mail: jiajin.chen05@gmail.com

ACADEMIC QUALIFICATIONS

University of Melbourne

Feb 2013 – Dec 2015

• Bachelor of Commerce (Accounting & Finance)

Chartered Financial Analyst Program

• Level 2 Candidate

WORK EXPERIENCE

Deloitte & Touche Singapore – Audit Associate (Global Financial Services)

Aug 2016 - Current

- Planned and managed audit engagements
- Analyzed and evaluated financial information, policies and internal controls for various financial institutions and provided recommendations for improved controls and operating efficiencies.
- Completed audit procedures and tasks independently in an effective and efficient manner and successfully attained reasonable assurance and compliance with relevant legislation and accounting standards within a strict time period.
- Developed strong rapport and worked closely with both audit team and various clientele departments, allowing identification and effective rectification of issues
- Clientele Background: World leading private equity firm and fund, Wholesale banks, Commodity firms.
- Represented firm and achieved second runner-up in the ISCA games 2016 Volleyball.

Meyado Private Wealth Management Singapore - Intern

Dec 2014 – Feb 2015

- Researched on mutual and exchange-traded funds and produced a spreadsheet model that encompasses a selected list of mutual funds, allowing advisors to tailor their portfolios to clients' suitability accordingly and review the key indicators of created portfolios such as expected return, volatility, R-squared of selected portfolios, saving up to 30 mins per portfolio creation.
- Successful execution of analysis on firm's holdings led to the identification of areas where risk could be further diversified in certain firm-held positions such as region/industry, resulting in a review of portfolios of the firm's holdings.
- Analyzed and evaluated individual investment advisors' annual performance and weighted-average growths.

LEADERSHIP EXPERIENCE

Monash Student's Association of Singapore (Australia) – Treasurer

Mar 2013 – Dec 2014

- Advised on financials for plans and activities for the Association's members
- Managed accounts and prepared budgets for planned activities.
- Planned and executed key events such as Orientation Day'13 and Games Day'13.
- Other Events undertaken: Makan Night'13, National Day Parade 2013

Singapore Armed Forces, Advanced Training Wing Officer - Lieutenant

Feb 2010 – Dec 2012

- Ensured successful ISO 9001 certification through the provision of proficient and up-to-date institutional training syllabus for >1000 trainees and 25 different courses.
- Part of the team that enabled Signal Institute to attain its Approved Training Organization (ATO) status and meet the accreditation criteria established by the Workforce Development Agency (WDA), thus increasing trainees' industry employability up to 15% after their training.
- Selected out of 120 junior officers to represent the formation as Ensign Officer for SAF Day 2012 and National Day Parade 2012.
- Contributed to the success of 46th Signal Anniversary (Public Relations Officer) assisting in the planning stage and effective liaison with internal and external stakeholders.

SKILLS, ACTIVITIES & INTERESTS

- Languages: Fluent & proficient in English, Mandarin
- IT Skills: Microsoft Office, Experience with MYOB, Bloomberg Terminal
- **Interests:** Soccer, Volleyball, Tennis
- Competitions: ISCA Games, Melbourne Futsal League, A-Division National Volleyball Championships (Singapore)