

CARRIE

Professional Experience

Citco Fund Services (Singapore) Pte Ltd Fund Accountant (Full-Time)

May 2016 – Present

- Prepared 3 daily, 1 weekly and 14 monthly Fund-Level Net Asset Value computations and Financial Statements for over 15 Hedge Funds across 3 Databases using in-house software to be disseminated to shareholders worldwide
- Completed 35 Trader-Level Financial Statements and Net Asset Value calculations under 2 funds according to their individual Investment Advisory Agreements which accounted for 20% of the team's workload
- Liaised with over 10 Investment Managers and 10 Investor Relations Teams to bring about an increase in client's satisfaction by 20%
- Corresponded closely with 3 Pricing, Corporate Actions, Dividend and Reconciliations Teams respectively to improved delivery time of Financial Statements by 15%.
- Cross-trained 7 colleagues in a team of 9 to ensure that 12 funds in 2 databases were completed accurately based on individual clients request which developed bench strength by 20%
- Streamlined the process of migration of funds from other offices (such as Toronto, Dublin) to Singapore which increased migration efficiency by 20%
- Written 2 Standard Operating Procedures for the generation of Financial Statements and reviewed 1 Financial Statement.
- Completed 4 FIN 48 reports and assisted in answering more than 20 audit queries which reduced audit time taken by 25%

Parsons Brinckerhoff Pte Ltd IT Assistant (Full-Time)

Aug 2013 – Feb 2016

- Provide Mentorship to 3 juniors thus increasing their technical abilities by 30%
- Leading a team of 3 to replaced 8 copiers over 4 levels of the company within a tight deadline of 3 days
- Working closely in a team of 7 with 3 senior colleagues in re-vamping of network structure within the given time constraint of 10hr
- Planning and executing of Data Migration 2 different office, ensuring over 1 TB of data are replicated at 99%
- Maintaining a IT Knowledge Base with over 50 created knowledge articles on SharePoint thus reducing troubleshooting time by 30% and decreased internal user downtime by 15%

JK Technology Pte Ltd(Outsource to AIA Singapore) Desktop Technician (Full-Time)

Oct 2011 – June 2013

- Coordinating with over 10 departments' secretaries in the relocation of over 300 workstations to increase work flow efficiency by 20%

- Providing excellent Customer service to over 500 users which increase Customer Satisfaction by 35%
- Devising a procedure in upgrading of Windows 7 over 500 computers which reduced down time by 25%

Education

Murdoch University

Kaplan Singapore

May 2014 – Mar 2016

- Bachelor of Commerce in Accounting and Finance

Singapore Polytechnic

Apr 2006 – Apr 2009

- Diploma in Information Technology

Other Certificates and Courses Attended

CFA Institute

Oct 2016

- CFA Institute Investment Foundations

INTELLISOFT SYSTEMS

Mar 2016

- Advanced MS Excel 2013

Others

Languages Spoken: English, Mandarin

Language Written: English

Computer Proficiency: Microsoft Excel, Word and Powerpoint

Bloomberg Terminal Proficiency: Beginner