

# BEN

## Fund Accountant

Sep 2016 - Present

(Citco Fund Services Singapore Pte Ltd)

- Determine "Net Asset Value" and prepare investor P&L allocations in accordance with Service Level Agreements.
- Keep and maintain financial records including accrual reconciliations versus external sources, review reconciliations from other internal departments.
- Monitor activity in Fund, covering corporate actions, income and expenses, fees, capital transfers and performance.
- Ensure compliance of various agreements with the clients.
- Support the conversion of any new clients or existing migrations.
- Prepare ad hoc reporting in line with client and internal requirements.
- Maintain positive and professional relationships with Investment Managers, clients, auditors and other Citco offices.
- Work with all team members to improve product quality, efficiency and consistency.

## Operation Analyst

Jan 2016 - Aug 2016

(Citco Fund Services Singapore Pte Ltd)

- Production of daily operational deliverables in line with client/other Citco Offices service level agreements.
- Preparing daily trades, position and cash reconciliation.
- Break resolution for all open items with the brokers or clients.
- Verify Security Master set up to ensure proper P&L capture and risk management reporting.
- Review of Over the Counter (OTC) master agreements and confirmations.
- Support the conversion of any new clients or existing migrations.
- Work with Business Analyst on daily basis on any open issues per client.
- Work with other Citco Offices and Operations Support to resolve any open issues.
- Assist in verifying test results for all in house system enhancements.
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## Account Officer

Jul 2014 - Dec 2015

(Anglo Eastern Shipmanagement Singapore Pte Ltd)

- Provide full set of vessel accounts (includes PO accruals, Portage Bills, Operating Expenses Reports, etc) related support to Finance Manager.
- Preparing financial statements and supporting documents of the monthly expenses to the clients.
- Comparing the variance between the budget and actual expenses in order to prepare working fund request to the clients.
- Complete the accounts in compliance with the owners' requirements within time line
- Respond to vessel owners' queries
- In charged of 5 vessels account per month.
- Improving strong analytical skills and creativity to derive solutions to the numerous work related issues.

## Import Assistant (Contract)

Aug 2013 – Oct 2013

(Sea Consortium Pte Ltd)

- Communicate with clients on any tasks or follow up.
- Arranging the documents of import.
- Submit documents of import to Port Singapore Authority website for declaration.
- Improving on my communication skills with the clients and colleagues which help me to understand how to manage relationship with clients better.

## Education

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**BSc (Hons) Accounting and Finance**

Sep 2012 – May 2015

(University of London)

- Units include accounting, economics, financial reporting, auditing, financial management, etc.

**Diploma in Management Studies**

Apr 2011- Jun 2012

(SIM University)

Units include marketing, human resources, information system for business, business mathematics, etc.

**Unified Examination Certificate (UEC)**

Jan 2005 – Nov 2010

(Yong Peng High School, Johor, Malaysia)

**Additional Information**

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- Ms Office (Excel, Word and PowerPoint)
- Proficient in English, Mandarin and Malay
- Willing to travel for work purpose.