

CLAIRE CHOONG PEI LING

681 RACE COURSE ROAD

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PERSONAL PROFILE

- Highly organized with a positive attitude
- Excellent written, communication and interpersonal skills
- Independent and focused with good problem-solving skills
- Responsible and collaborative team player

OBJECTIVE

Seeking an opportunity to contribute effectively to achieve organizational objectives whilst utilizing my academic knowledge and corporate experiences towards achieving a successful and meaningful career through hard work and consistency.

EDUCATION

University of London International Programmes (Lead College: LSE)

BSc. (Hons) Economics and Finance

2010 – 2013

Temasek Polytechnic

Diploma in Business Information Technology

2005 – 2008

WORKING EXPERIENCE

Northern Trust

August 2013 to Present

APAC Client Service Trust Account Associate

- Partner closely with APAC account managers and relationship managers in the daily and monthly documentations and deliverables of custody client relationships
- Interact effectively with internal business units and external clients on a daily basis to receive and communicate information on all aspects of client relationships
- Initiate transactions and disbursement of funds in compliance with risk management policies and procedures
- Review account activity reports, monitor daily reconciliations and resolve discrepancies in a timely and satisfactory manner
- Work globally with business and operations units to identify best practices and remedial actions that will improve ongoing client satisfaction.

United Overseas Bank Limited

June 2012 to September 2012

Contract Bank Assistant

- Monitored account transactions, update and merge databases to ensure accuracy and consistency
- Successfully executed a variety of assignments in the fields of administration, documentation and maintenance in a time-sensitive environment.

The HongKong and Shanghai Banking Corporation Limited

July 2009 to September 2010

Finance Assistant, Finance Operations and Accounting Control

- Monitored receipts of vendors' statements of account, GL total and fixed asset records
- Investigated and resolved discrepancies and imbalances on reconciling items within monthly deadlines
- Developed BuySmart user guide and provided training to finance team and business units on system workflow
- Ensured operational effectiveness and compliance with internal control procedures and risk management policies.

Netball Singapore

June 2008 – November 2008

Marketing Assistant

- Organized publication of quarterly newsletters, promotional materials, collaterals, merchandising and general administrative functions of department

- Updated website and assisted in PR, marketing events and sponsorship support
- Participated in event planning and management on major events.

National Environment Agency

May 2007 – October 2007

Polytechnic Internship, Human Resource Division

- Prepared documentations and company organization charts
- Performed recruitment for Environmental Health Officers, participated in job fairs, communicated with suitable candidates and coordinated interviews
- Participated in organizing company events and retreat.

Chan & Chan Certified Public Accountancy Firm

December 2004 – May 2005

Post 'O' Level Internship, Audit Assistant

- Performed audit practices for numerous companies in investment, law, electronics, food and health industries.

LEADERSHIP EXPERIENCES

Student Organiser in Temasek Polytechnic Open House (2 consecutive years)

- Planned, coordinated and executed various segments to achieve promotional objectives.

Student Speaker in BIT Focus Group Meeting-Juniors

- Identified key issues faced by students and constructed feedback towards improving course delivery.

Student Speaker in Student Forum 2

- Identified key student concerns with associated suggestions towards improving overall campus infrastructure.

Class President

- Elected as Class Spokesperson by class cohort of 30 students and coordinated effectively between teaching and student faculties.

Performer in Temasek Business School Show

- Collaborated with student participants to conceptualize and showcase a play demonstrating various courses and their career paths.

PROFICIENCIES

LANGUAGES	<ul style="list-style-type: none"> ▪ Written: English, Chinese ▪ Spoken: English, Mandarin, Cantonese, Hokkien
PROGRAMMING LANGUAGES	<ul style="list-style-type: none"> ▪ PHP
	<ul style="list-style-type: none"> ▪ Microsoft Office Programs – Excel, Access, PowerPoint, Word, Visio and Outlook ▪ SWIFT ▪ Lotus Notes
PROFICIENT IN	<ul style="list-style-type: none"> ▪ HTML ▪ Macromedia Dreamweaver, Fireworks and Flash ▪ SAP ▪ BuySmart

CO-CURRICULA ACTIVITIES

- Economics Society, Badminton, Dance, Choir, Environmental and Science club

PERSONAL PARTICULARS

Nationality: Singaporean