

TAN LI YING

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EXPERIENCE

Schroders Investment Management Singapore Ltd

Specialist, Portfolio Reporting & Reconciliation

Singapore
August 2014 – Current

- Accountable for allocated portfolios, proactive investigation and follow up of queries arising from clients, custodians and administrators.
- Ownership of exception resolution through daily review procedures, including overdrafts, cash flows and custodian stock/ cash reconciliations.
- Validate and update Schroders' client accounting records and reconciliation system with transactions relating to net cash flows, asset allocations, fees, rebates and FX.
- Produce and verify periodic and ad hoc reports of client investment positions and transaction in accordance and agreed format, data and scheduling requirements.
- Working directly and counterparts across Client Support and Performance, input to, agree and manage schedules for production of client reporting.
- Endure timely resolution of production issues in accordance with deadlines.
- Provide information from internal accounting or external counterparty records as requested and timely resolution queries arising from Portfolio Accounting activities.
- Verify figures on monthly valuation reports before they are released to clients/custodians.
- Working through high volumes, prioritize and manage work load according to risk or deadlines.

CIMB Bank

Credit Administrative Assistant (Contract)

Singapore
July 2013 – September 2013

- Analyzed credit authorization documents before updating into the system.
- Updated and send daily Credit Monitoring List to CIMB headquarters.
- Generated weekly report for meeting.
- Improved office efficiency by overhauling previously haphazard filing system.
- Supported audit checks.

MCI Group

Events Coordinator (Contract)

Singapore
March 2011 – July 2011

- Involved in Bureau of International Recycling convention (BIR).
- Set up BIR registration system for over 1000 delegates from scratch.
- Liaised with Shangri-La Hotel for delegates' hotel stay.
- Demonstrated ability to troubleshoot problems faced by various countries' delegates over the phone and during actual event.
- Maintained a clear and calm mind when faced with challenging delegates.
- Worked closely with superiors and demonstrated team effort to ensure project's success.
- Coordinated other overseas MICE events.

Shangri-La Hotels and Resorts

Communications Intern

Singapore
March 2010 – September 2010

- Coordinated all marketing efforts including integrated communications and marketing activities (Photo shoots, filming, interviews, conventions etc.)
- Created and updated marketing materials such as e-blast mailings, press releases, product manuals and various sales collaterals.
- Organized filing system for all archived marketing materials and computer files.
- Demonstrated personal relation skill in various activities.
- Received Grade A+ for performance and attitude.

EDUCATION

University of London/ SIM Global Education

Singapore

BSc in Banking and Finance

August 2011 – August 2014

- Honors: 2nd lower class honors classification

Singapore Polytechnic

Singapore

Diploma in Tourism and Resort Management

March 2008 – March 2011

- GPA: 3.343

Hai Sing Catholic Secondary School

Singapore

GCE O-Level

January 2004 – December 2007

- L1R5 13, L1B4 10

ADDITIONAL

- Microsoft Office (PowerPoint, Excel, Words)
- Live Sim Corp Dimension (SCD)
- Live SwiftAlliance Workstation 7
- Asia Dimension Application (Cash Entry System (CES), FX System (FX), Reporting Portal System (RPS), Error Portal System (DDEV))
- Vermilion Reporting Suit (VRS)
- Intellimatch
- Chartered Institute for Securities & Investment: Certificate for Operational Risk