

LIM XIN YI

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Availability Period: 1 Month Notice

Objective

To build on my knowledge of Finance & Accounting with intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise

Key Strengths

- Devoted and success driven
- A self-starter with ability to work both independently and as part of a team
- Able to work under pressure and meet deadlines
- Highly numerical and analytical
- Present information crisply and clearly
- Able to communicate and collaborate cross-functionally
- Outgoing, approachable and open to new ideas

Education

- **CFA Institute** April 2016
Claritas® Investment Certificate
- **Nanyang Business School, Nanyang Technological University** August 2012 to May 2015
Bachelor of Business (Major in Banking & Finance)
 - Second Class Honors
- **National Sun Yat-sen University, Kaohsiung, Taiwan** September 2014 - January 2015
College of Management, Department of Business Management
NTU Overseas Exchange Programme
- **Soochow University, Suzhou, China** December 2013
NTU Overseas Exchange Programme
- **Ngee Ann Polytechnic** April 2009 - May 2012
Diploma with Merit in Business Studies (Major in Entrepreneurship)
 - Graduating GPA: 3.88/4.00
 - Secured a place in Director's List for Level 1.1, 2.1 & 2.2
 - Awarded Best Performance in Business Statistics in October Semester 2009/2010
 - Awarded Third Most Outstanding Performance in level in April Semester 2010/2011

Work Experience

- **Citco Fund Services (Singapore) Pte Ltd** May 2015 - Present
 - Prepare periodical financial reporting for Hedge Funds, including the determination of "Net Asset Value" and prepare the Statement of Asset and Liabilities and Profit and Loss Statement
 - Independently complete cash, portfolio and capital reconciliations, investigate and resolve any discrepancies
 - Independently complete income and expense allocations including calculating asset based and performance fees
 - Monitor compliance with various client service agreements
 - Assist with new client onboarding & new fund launches to successful completion
 - Participate in the fiscal year end audit process and provide information to auditors as required
 - Liaise with internal and external parties such as Investment Managers, Banks, Custodians and Brokers to ensure that client needs are met

- **Meinhardt Singapore, Accounts Intern** May 2014 – August 2014
 - Issued Receipt Vouchers, Payment Vouchers and Cheques with minimal mistakes
 - Opportunity to pick up Systems such as QuickBooks & PTrack Online
 - Passed accurate journal entries to record exchange gain/loss and for any deposits/prepayments
 - Prepared and sent out Statements of Account to external companies
 - Checked and tallied bank accounts on a daily basis
 - Timely performed Medical, Transport & Entertainment (MTE) Claims for employees
 - Assisted in annual year-end closing of various accounts
- **Instrade Agency & Services, Temp Agent** July 2013 – August 2013
 - Opportunity to interact with many customers when telemarketing insurance
 - Sourced for the best quotation for customers based on their individual needs
 - Accurately prepared insurance policies
- **Bosch Singapore, Intern** September 2011 – February 2012
 - Performed administrative work assigned by supervisor timely
 - Prepared error-free documents such as Request for Quotation, Delivery Orders, Purchase Requisition forms etc.
 - Assisted supervisor in projecting monthly forecast
 - Prepared professional slides for department meeting
 - Accurately performed monthly stock-takes with colleagues

Co-Curricular Activities

- Organised YOG 2010 events in Ngee Ann Polytechnic with a few other students and lecturers
 - Sourced for sponsorship for the event
 - Helped to set up, promote and tend event booth

Awards & Achievements

- Academic Star Award for getting 4 'A1s' in GCE 'O' Level Examination
- Edusave Merit Bursary Award in 2005 & 2006, Edusave Scholarship in 2007

Others

- IT Skills: Microsoft Office, PivotTable, Lotus Notes, Dreamweaver, QuickBooks, Aexeo
- Languages: Adequate in English and Mandarin both written and spoken, understands basic Hokkien
- Interests: Culinary Pursuits, Scrapbooking, Cooking, Travelling, Table Tennis