

Work Experience

SSNC Fund Services, Singapore

Senior Fund Accountant

Aug2017 ~ Current

- Preparation and review of daily/monthly NAV calculation and investor statement.
- Primary point of contact for assigned clients on fund accounting/audit enquires.
- Actively involved with managers to reduce operational risk (SOP) and improve work process.

Citco Fund Services, Singapore

Senior Operation Analyst (Middle office)

July 2016 ~ Aug 2017

Operation Analyst (Middle office)

March 2015 ~ June 2016

- Prepare Cash and position reconciliation on a daily basis; in addition oversee the reconciliations which are prepared by our offshore team.
- Review and resolve daily reconciliation breaks promptly through internal research and by working with our Clients and Prime Brokers
- Work hand in hand with integration team to ensure smooth on boarding of new funds
- Worked on various projects to improve and streamline existing processes
- Planning of coverage and cross-training of new team member on various instruments such as Equity/Swaps, Options, OTC products and Aexeo, Citco's in house system.

Citco Fund Services, Singapore

Operation Analyst (Corporate Action)

June 2014 ~ Feb 2015

- Understand the life cycle of global corporate action events and the key role corporate actions play in an increasingly dynamic market.
- Responsible for processing of both mandatory and voluntary corporate action events for instruments including Equity, Bonds, Swaps and Options in accordance with procedures and event deadlines.
- Extensive and active liaising with internal business group, global Citco serving offices and prime brokerages for the resolution of discrepancies between Citco and brokers/clients.
- Execution of dividend reconciliations and accountable for the investigation of reconciliation discrepancies.
- Assist with the migration of corporate action to Canada office.

Academic Qualifications

2011 ~ 2014

Singapore Institute of Management (SIM), Royal Melbourne of Institute

- Bachelor of Business (Economics and Finance)