



## WORKING EXPERIENCE

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### **BANK OF NEW YORK MELLON**

Apr 11 to present

Senior Fund Accountant (Full Time)

- **Led and implemented a segment of an Accounting System conversion project**
  - Currently working on 20% of the **Bank portfolio conversion**
  - Spearheaded discussions to improve work flow efficiency like **macro development** with IT department
  - Led and created a **new Stock reconciliation system** with the IT Department successfully
  - Converted existing accounts onto new system successfully
  - Provided good client support: Understood client's requirements for implementation into system
  - Hosted conference calls for project discussions and execution of key decisions
  - Worked to manage expectations of both System Vendor and internal clients
- **Analyzed and presented comprehensive data to clients**
  - Created Mutual and Hedge fund accounting customized/ standard reports (Daily-Monthly)
  - Performed Cash and stock reconciliations
  - Dealt with portfolios comprising **Equities, Bonds, Private Equities, Swaps, Futures and FXs**
  - Investigated prices and securities setup against Bloomberg
  - Performed **Data analytics** using Microsoft Excel with Pivot tools and formulas
- Coached team members and provided solutions on accounting treatments
- Managed conflicts and motivated team members
- Rewarded with the **Aspire Out Performance Award** for being a role model at work

### **OCBC**

Jun 10 to Mar 11

Mortgage Specialist (Full Time)

- Confidently spoke in public to provide housing loan solutions to a group of housing agents
- Assessed clients' needs and secured their housing loans
- Consistently met sales target: Obtained the 3<sup>rd</sup> tier organizational sales target in the 1<sup>st</sup> month
- Provided comprehensive research-based solutions to clients
- Initiated networking opportunities for agents

### **AROX Singapore Pte Ltd**

Jan 07 to Feb 08

Sales Executive (Full Time)

- Managed a team in the spare parts department of a manufacturing company
- Planned timely delivery of parts to vessel orders and maintenance
- The project lead to supply a new vessel setup with galley spare parts
- Innovated and revamped the spare parts library to enhance efficiency

### **Singapore Police Force (NS)**

Jan 05 to Nov 06

Neighbourhood Police Centre Officer

Senior Staff Sergeant

- Awarded the Commander's Award for excellent performance and leadership displayed during One Man Operation duties at Neighbourhood Police Post (Pilot Project 2016)
- Awarded the Commander's Award for excellent observation skill and initiatives leading to the arrest of a snatch theft with outrage of modesty in Year 2006
- Made critical decisions during on-scene investigations
- Communicated clearly in incident reports to investigator
- Took charge of a group of police officers during the NPP pilot project

## EDUCATION

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<b>Royal Melbourne Institute of Technology</b> Degree of Bachelor of Business in Economics and Finance, 2010	Aug 07 to May 10
<b>Pioneer Junior College</b> GCE "A" Level Certification, 2004	Jan 03 to Dec 04
<b>Nan Hua Secondary School</b> GCE "O" Level Certification, 2002	Jan 98 to Dec 02
<b>Nan Hua Primary School</b> PSLE Certification, 1997	Jan 92 to Dec 97

## CCA/ACTIVITIES

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<b>Church's Mission Trip</b> Co-led a team of 34 volunteers to provide aid in Chiang Mai and Cambodia	Aug 15, Mar 17
<b>Bank of New York's Dinner and Dance</b> Performed in a band for the company's DND performance	Feb 15
<b>Bank of New York's Diversity and Inclusion (D&amp;I) Talent time</b> Winner of D&I Talent time	Oct 14
<b>RMIT: Singing Club</b> Identified to sing during school's orientation program	Aug 07 to 09

## SKILLS

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- Spoken: English, Mandarin, and Hokkien
- Written: English and Chinese
- Microsoft Office such as Word, Excel and Powerpoint.
- Obtained certificates on M8, M5, HI and M9 from **Singapore College of Insurance**

## HOBBIES

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Playing the guitar, trekking, soccer, singing, watching movies and spending time with family and friends