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Malaysian (Singapore Permanent Resident)

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## **EDUCATION**

<b>Claritas Investment Certificate</b>	<b>Oct 2015</b>
<b>CMFA - Module 1A</b>	<b>Jan 2015</b>

<b>Nanyang Technological University</b>	<b>Aug 2008 – May 2012</b>
Bachelor of Science with honours degree in Mathematical Sciences (Statistic)	
<ul style="list-style-type: none"><li>• Minor in Business</li></ul>	

<b>Foon Yew High School</b>	<b>Jan 2002 – Dec 2007</b>
Unified Examination Certificate (Equivalent to GCE 'A' Level)	
<ul style="list-style-type: none"><li>• Passed with 6 distinctions and awarded excellent performance in Accounting</li><li>• Awarded distinction in LCCI Book-keeping and Accounting Level 2</li></ul>	

## **WORKING EXPERIENCE**

<b>SS&amp;C GlobeOp</b>	<b>August 2016 – Current</b>
Fund Accountant	

- Review of price control checks, P&L reasonableness, reconciliations and investigating any discrepancies
- Ensuring that reconciling items are investigated and resolved
- Prepare and review of accurate and timely Net Asset Valuation
- Prepare and assist in annual audit packs and financial statements
- Liaising with various counterparty including auditors, local offices and clients in response to any queries
- Work with team members in Operations, Investor Services function as necessary
- Provide support on conversion of any new clients/Funds or existing migrations

<b>Citco Fund Services</b>	<b>May 2015 – August 2016</b>
Operations Analyst, Middle Office	

- Break resolution for all open items with the brokers or clients
- Break resolution for all Over the Counter (OTC) open items and assist in process corporate actions items
- Daily trades, position and cash reconciliation and accounting entries posting
- Support the conversion of any new clients or existing migrations
- Work with other local offices and Operations Support to resolve any open issues
- Assist in verifying test results for all in house system enhancements

- Performing month-end closing in terms of finalizing month-end cash, positions and corporate action reconciliation that required for monthly NAV
- Verify and ensure instrument setups are correct

**Phillip Securities Pte Ltd.**

**Nov 2014 – Apr 2015**

Operations Officer, Unit Trust

- Trade processing and confirmation – ensure all trade orders details are consistent with Fund Manager report
- Trade Authorization – authorize trade and ensure all trades are compliance with CPF board and rules and regulations with each Fund Manager, monitoring various cut-off time to ensure all fax reports are received by Fund Manager by cut-off time.
- Day end Report – consolidation and reconcile trades on day end and ensure all trades are balance and tally
- Daily review – perform front end load charge check and others checking

**Zuellig Pharma Specialty Solutions Group**

**Sep 2012 – Nov 2014**

Senior Business Development Support Specialist, Clinical Trial Management

- Develop budget estimation in response to client RFPs/ RFQs within agreed timeline
- Deliver accurate and precise work during quotation, negotiation and contract approval process
- Provide timely regional reporting of revenue report and pipeline report to management
- Ensure and review monthly KPI reporting submitted by country affiliate
- Assist client daily in positively manner, sustaining good relationship with client and resolve client various enquiries
- Work with internal and external department in preparation on quarterly business review presentation slides
- Participate meetings in strategy planning and various sales initiative
- Provide analysing support in company annual budgeting process
- Promoted to Senior Business Development Support Specialist within two years
- Join recreation committee in 2014 to organize company event such as family day, sport day and annual dinner

**PulseMetrics.Pte.Ltd, Singapore**

**May 2011 – Jul 2011**

Internship Industrial Programme

- Analysed customer profile from data provided by company's client
- Managed and extract data by using Microsoft SQL
- Visualization of data by Tableau and presented in Microsoft Power Point

## **CO – CURRICULUM ACTIVITIES**

### **Mid-Autumn Festival 2010**

**Aug 2009 – Sep 2010**

Executive Officer

- Led a group of 15 sub-committee members to be in charge of venue decoration and host the exhibition corners.

### **NTU Chinese Society Dance Group**

**Aug 2009 – May 2010**

Vice Director

- Led a group of 30 members
- Organized several events for members
- Directed variety of dance

## **VOLUNTARY WORK**

### **NTU Welfare Service Club – Singapore Boys' Home**

**Aug 2010 – May 2012**

- Provide weekly counseling and tuition to the residents of the Home

## **SKILLS**

- Proficient in Microsoft Office Applications, basic UBS Accounting System, C++ Programming, SQL, Matlab and R(for statistical computing)
- Proficient in English, Chinese and Malay, basic Japanese Language

## **HOBBY**

- Dancing and Yoga: Strengthen body and mind, establish good team-work among others