

CURRICULUM VITAE

Ella Li (Si Yun)

Home Address	Personal Details
Block 221C Unit #13-92 Bedok Central Singapore 463221	Gender: Female Date of Birth: 03 Oct 1981 Mobile Phone: +65 8388 2335 Email: liqiyinella@gmail.com

Education

University/College

2002 - 2005

Dublin Business School, Aungier St, Dublin2, Ireland
Liverpool John Moores University (Awarding Body)
Bachelor of Arts in Accounting & Finance (Full-Time)

Subjects:

Financial reporting	Management accounting
Audit & Assurance	Taxation system
Finance I & II	Information system
Business & company Law	Economics
Introduction to Marketing	Communications
<i>Grade:</i>	<i>2:2 (Second Class Honours)</i>

2001 - 2002

Rathmines Senior College, Town Hall, Rathmines,
Dublin 6, Ireland
Institute of Accounting Technicians in Ireland

2000 - 2001

Dublin Business School, Aungier street, Dublin 2, Ireland
Business Foundation & English Language

Secondary Education:

1998 - 2000

Pei Jin High School, Shanghai, China

Subjects:

Mathematics	English
Chinese	History
Politics	Geography

Work Experience

July 2013 - Present	UBS AG Fund Services Singapore
	#18-00 Suntec Tower Five, 5 Temasek Boulevard, Singapore 038985
	Fund Accountant
Duties: <ul style="list-style-type: none"> • Reconcile cash and positions for various types of portfolios, including Equities, Future and Options, fixed rate and floating rate Bonds, Repo, CFDs, and FX Forwards etc. • Perform 3-Way reconciliations. (UBS portfolio vs IM portfolio and UBS portfolio vs Broker's portfolio) • Calculate Net Asset Value for monthly, weekly and daily Funds. • Provide Registrar and Transfer Agent Services including performing Know Your Client check, processing subscription, redemption, switches and transfer requests etc. • Work with on-boarding team to set up new Funds, prepare Workpaper and calculate the first NAV. • Assist Investment Managers and Investors mainly from Hong Kong and mainland China with their requests and queries in both English and Mandarin. • Liaise with Brokers, advisors, auditors, custodians and payment banks. • Prepare year-end audits. • Process payments and transfers of fees, expenses and Margin Calls. • Work with colleagues from other departments and offices globally. • Help team members with their day-to-day work. • Assist Group head in completing projects, system & SCO1 testing and other ad-hoc queries. 	

June 2009 – July 2013	Custom House Fund Services (Singapore) Limited
	158 Cecil Street #11-01 The Spazio Singapore 69545
	Senior Hedge Fund Accountant
Duties: <ul style="list-style-type: none"> • Calculate Net Asset Value for monthly, weekly and daily funds. • Reconcile cash and positions for various type of portfolios, including Equities, Future and Options, fixed rate and floating rate Bonds, CFDs, and FX Forwards etc. • Liaise with all parties to the fund, including investment managers, advisors, auditors, custodians and payment banks. • Prepare year-end audits. • Perform reconciliations of portfolios and cash. • Process payments and transfers of fees, expenses and Margin Calls. • Work with colleagues from other departments and offices globally. • Review work done by the fund accountants and senior fund accountants. • Help fund accountants with their day-to-day work. • Assist supervisor and team leader in completing projects, system/SCO1 testing and other ad-hoc queries. 	

June 2007 – June 2009	Custom House Fund Services (Dublin) Limited
	25 Eden Quay, Dublin 1, Ireland
	Hedge Fund Accountant
Duties <ul style="list-style-type: none"> ▪ Calculation of Net Asset Value for monthly, weekly and daily funds. ▪ Liaise with all parties to the fund, including investment managers, advisors, auditors, custodians and payment banks. ▪ Preparation of year-end audits. ▪ Perform reconciliations of portfolios and cash. ▪ Process monthly/weekly/daily fee accruals. ▪ Process payments and transfers of fees, expenses and Margin Calls. ▪ Work with colleagues from other departments and offices globally. 	

November 2005- March 2007	MCM Accounting Services Ltd (John McCann & Co. Chartered Accountants)
	Suites 6&7, Block 6, Central Business Park, Clonminch Road, Tullamore, Co.Offaly, Ireland.
	Trainee Accountant
Duties: <ul style="list-style-type: none"> ▪ Deal with clients from different industries including: Construction, private contractors, manufacturing, retailing, pharmaceutical, Charity (Offaly Hospice), public premises, catering, private taxi and bus services. ▪ Handle purchases and sales invoices, ▪ Reconcile payments against cheque books and bank statements, ▪ Perform supplier and bank reconciliations. ▪ Prepare payroll for clients. ▪ Assist supervisor in preparing financial statements for the clients. ▪ Assist supervisor in preparing VAT return&P35. ▪ All of the above are carried out using TAS books and Excel. 	

Oct 2005 – Oct 2005	Venn Group Recruitment Solutions
	1st Floor, Greenside House, 45-47 Cuffe Street, Dublin 2
	Office administrator (Temporary)
General office duties including: Inputting clients' and applicants' information into the computer system, sorting the posts, photocopying and faxing. etc.	

Computer Proficiency

Accountancy Software:

- ✧ Excellent knowledge of Paxus
- ✧ Excellent knowledge of Geneva
- ✧ Excellent knowledge of NTAS
- ✧ Excellent knowledge of InstaRecon
- ✧ Excellent knowledge of TAS Book
- ✧ Good knowledge of SAG Quick Pay

Other Computer Skills:

- ✧ Microsoft Excel
- ✧ Microsoft Word

References

- ✧ References available upon request