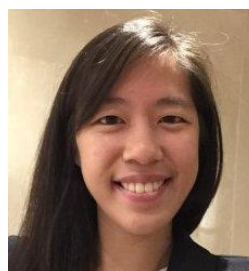


# CURRICULA VITAE

## PERSONAL DATA

Name : Kang Jing Jing  
Nationality : Singaporean  
Date of Birth : 04 September 1987  
Marital Status : Single

Mobile Number: 91145852  
Email : [jingwashere@gmail.com](mailto:jingwashere@gmail.com)



## ACADEMIC QUALIFICATIONS

- 2012 Bachelor of Science (3<sup>rd</sup> Class Honors), Mathematics and Economics** (University of London, London School of Economics, UK)
- 2011 Certification, Financial Derivatives & Psychology in Personality** (Summer Exchange Program, University of California, Berkeley, USA)
- 2008 Diploma, Electrical and Electronics Engineering** (Singapore Polytechnic, SIN)

## EXECUTIVE CERTIFICATIONS

- 2014 Test of Proficiency in Korean (TOPIK) - Beginner** (National Institute for International Education (NIIED))
- 2011 Microsoft Excel for Financial Forecast & Planning** (Singapore Institute of Management)
- Music Theory Grade 8** (Associated Board of Royal Schools of Music (ABRSM))
- 2008 Piano Grade 8** (Associated Board of Royal Schools of Music (ABRSM))  
**Clarinet Grade 5** (Associated Board of Royal Schools of Music (ABRSM))

## SKILLS & ATTRIBUTES

Language Written : English (proficient), Mandarin (proficient), Korean (basic)  
Language Spoken : English (fluent), Mandarin (fluent), Korean (basic)  
Aptitude : Resourceful, Receptive, Meticulous, Organized, Good Listener and communicates well at all levels.

Software : Ms Office, Bloomberg, Interactive Data Platform, Sungard (Invest one), GSP, iGLS

## **EMPLOYMENT HISTORY**

### **State Street**

**July 2015 – Present**

**IFS NAV Supervisor, Senior Associate**

#### **Roles & Responsibilities**

- Maintain primary Portfolio, accounting and taxation records for a variety of onshore and offshore hedge fund partnerships and corporations, trading in all types of investment services and products.
- Calculation of monthly NAVs for the purpose of reporting to investors and processing of investor subscriptions and withdrawal activity.
- Allocate gains and losses among investors and calculate and accrue management and performance fees payable to hedge fund managers
- Co-ordinate payment of all fund fees and expenses
- Prepare fund performance reports including annual summaries and weekly return estimates
- Prepare ad hoc portfolio, performance and fee reports as requested by hedge fund manager and investors
- Take on various internal and external ad hoc tasks and is able to meet the given timeline.
- Reviewing of funds preparation done by team members.
- Responsible to seek alternative methods to improve work processes and daily BAU workflow.
- Co-ordinating with other teams within SSB such as Custody, Operations team, Rec team and Tax team to ensure timely completion of various related tasks.

#### **Achievements**

- Helping the team in Hangzhou to have better understanding of their daily BAU and also improved the quality of their output.

### **The Bank of New York Mellon (BNYM)**

**November 2012 – June 2015**

**Fund Accountant II**

#### **Roles & Responsibilities**

- Review and prepare NAVs across all fund types for timely submission.
- Handle various complex funds like balanced funds which contain both equities and bonds, and also funds in the team that contains Equities, Bonds, Mortgage-Backed Securities, Balanced, Futures, Collaterals and Swaps.
- Preparation of month end reporting and reconciliation with Fund Managers and Custody.
- Handle and solve queries raised by clients, fund managers or custody in a timely manner.
- Take on various internal and external ad hoc tasks and is able to meet the given timeline.
- Reviewing of funds preparation done by team members.
- Responsible to seek alternative methods to improve work processes and daily BAU workflow.
- Co-ordinating with other teams within BNY such as Data Management, Client Services, Instructions, GMO and Settlements to ensuring timely completion of various related tasks.

#### **Achievements**

- Sharing with the team, new methods (eg, GSP) to improve daily BAU workflow.
- Being selected for cross training with another team to learn about their daily BAU workflow.

## **HOBBIES/SPORT**

Golf/Jogging/Trekking  
Music

## **CCA/ACTIVITIES**

**Philharmonic Youth Winds, Member  
(Ongoing)**

- Obtained a Gold Medal in Singapore International Band Festival (2010)

**Singapore Polytechnic Leo Club, Member  
August 2005 - April 2008**

- Organised fund raising activities for the children's home and home for the elderly

**Orchid Country Club Junior Golf Program, Member  
January 2000 – December 2005**

- Participate in Interclub Competition

## **DATE OF AVAILABILITY**

- 1 month notice