



Loo Jian Yeu

📍 SINGAPORE, 530023

Details

23 Hougang Ave 3,
#10-303, Singapore,
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jianyeu3009@gmail.com

DATE OF BIRTH

12/29/1993

NATIONALITY

Singaporean

🌐 Languages

English

Mandarin

❤️ Hobbies

Windsurfing, Hiking,
Football

📁 Employment history

Class II Officer at United Overseas Bank Limited, Singapore

July 2016 – January 2017

- Assist in the day to day fund administration of UOBAM Unit Trusts and external Unit Trusts
- Provide daily cash forecast to the fund accountants in charge of the UTs
- Perform monthly cash and NAV reconciliations
- Prepare invoices/payment instructions to Trustees/UOB remittance department

Accounts Assistant at Skool4kidz Pte Ltd, Singapore

July 2015 – December 2015

- Perform general accounting functions including revenue accounting, payable processing, billings and preparation of monthly management reports and audit schedules
- Perform daily interface of the collection summary records of educational centres into the AIMS System as well as process student refunds
- Process petty cash claims, payables, and perform monthly inventory accounting and payroll journals

Customer Relations Officer at Transitlink Pte Ltd, Singapore

April 2014 – August 2014

- Resolve point to point enquiries for customers
- Filing of claims for customer with regard to concession related matters
- Perform in-depth investigation for cases and liaise with Team Supervisors/Managers
- Contact customers to respond to enquiries or to notify them of claim investigation results

🎓 Education

University of London, Singapore

August 2014 – May 2017

Degree: Bsc Business and Management

- Attained M5, M9, M9A and HI certifications of the Capital Markets & Financial Advisory Services Examination (CMFAS) in June 2015

Raffles Institution (JC), Singapore

January 2010 – December 2011

Degree: GCE 'A' Level

Raffles Institution (Secondary), Singapore

[January 2006](#) – [December 2009](#)

Degree: Integrated Programme

Holy Innocents' Primary School, Singapore

[January 2000](#) – [December 2005](#)

Degree: PSLE

Internships

Entrepreneurial Internship Programme at Great Eastern, Singapore

[June 2015](#) – [July 2015](#)

- Insight into the financial services industry, as well as opportunities to engage in business networking

References

Ms Amanda Lim from United Overseas Bank Limited

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Ms Cheryl Tan from Skool4kidz Pte Ltd

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