

CHIANG Jing Ying (Ashley)

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WORK EXPERIENCE/ INTERNSHIP

Wells Fargo Global Fund Services (Asia) Pte. Ltd / SSNC Technologies Ltd.

May 2014 – Present

Fund Administration Accountant (Middle Office)

Full-time

- Handled daily accounting duties for hedge funds, including review of daily price control checks, profit and loss reasonableness, inter system reconciliations, and ensuring that reconciling items are investigated and resolved in a timely manner
- Liaised with portfolio managers and traders for assigned hedge funds to improve knowledge of financial products and trading strategies
- Reviewed and provided insightful commentary for balance sheet and profit and loss movements to investment managers
- Prepared month-end balance sheet reconciliations to ensure all balances are correctly reported, documented, and supported in accordance with relevant GAAP and Balance Sheet Reconciliation Policy
- Prepared monthly price pack for assigned funds, documenting how the portfolio was priced monthly
- Performed valuation analysis to review price variances, stale prices, and missed price reports
- Ensured absolute accuracy of pricing methodology and valuation models used for applicable products in sufficient detail
- Performed partner and/or share class level profit and loss allocations, including specific allocations and calculate management and performance fees using the appropriate series or equalization accounting methodology
- Awarded overseas opportunity to train and support a newly start up team in Manila, and facilitated a smooth transition of operational processes
- Enhanced reconciliation processes to improve efficiency in daily and monthly reconciliation duties
- Liaised with various groups, including auditors and investors, to provide advice on ad hoc enquiries

United Overseas Bank Limited (UOB)

Sep 2013 – Nov 2013

Private Banking Officer (Middle Office)

Contract

- Processed at least 100 Private Banking transactions daily to ensure smooth business operations
- Exhibited high work efficiency and accuracy as an image checker for Private Banking transactions
- Assisted Credit Department in verifying loan documents, such as new loan disbursement, loan pre-payment/repayment, and loan rollovers
- Prepared month-end reports and provided detailed analysis to reporting manager and the respective relationship managers' team leader

Biosensors International Ltd

May 2012 – Jul 2012

Corporate Finance Officer

Internship

- Assisted in basic routine accounting activities, data entry, and preparation of payments
- Prepared monthly schedules, reconciliation, and analysis work
- Supported the annual audit and annual report preparation process

EDUCATION AND ACHIEVEMENT

Chartered Financial Analyst (CFA) Program

Dec 2016

- Passed Level 1 Examination on first attempt

Nanyang Business School, Nanyang Technological University

Aug 2010 – Jun 2013

Bachelor of Business

Second Class Upper Honours

- Banking & Finance, Second Specialization in Information Technology
- Distinctions in Financial Management, Accounting, and IT modules

Macquarie University, Australia (Sydney)

July 2011 – Jan 2012

NTU International Student Exchange Programme (INSTEP)

UMAP Scholarship

- Awarded the Certificate of Achievement in Global Leadership

Singapore Polytechnic

Apr 2007 – Mar 2010

Diploma in Business Information Technology - E-Business Management

Diploma with Merit

- Awarded the Certificate of Commendation for School's Honour Roll, 2010 and 2009
- Distinctions in Accounting, Finances, Economics, and other relevant Business and IT modules

SKILLS/COMPETENCIES

Microsoft Office : Proficiency in MS Office; Visual Basic for Applications (Excel)

Programming Languages : HTML, Java, JavaScript, SQL (MySQL), and ASP.Net

CO-CURRICULAR ACTIVITIES

Nanyang Technological University

Feb 2012 – May 2013

NBS Exchange Club; Event Director

- Planned a Photography Competition to provide an enjoyable closure for the international exchange students, 2012
- Coordinated a Singapore Discovery Tour to welcome the international exchange students, 2012

Nanyang Technological University

Aug 2012 – May 2013

Office of Global Education and Mobility; Peer Exchange Coordinator (PEC)

- Assisted in intake procedures for NTU students to shorten the application process
- Communicated with outbound students daily and provided advice on general enquiries
- Represented the team to promote the overseas exchange programme

ACHIEVEMENTS AND AWARDS

Certificate of Achievement in Fundamental Tele-Propecting Proficiency

2009

Pulley Ascent (Asia) Pte Ltd, Singapore

Certificate of Achievement in Business Development Program Support

2009

Pulley Ascent (Asia) Pte Ltd, Singapore

INTERESTS

Badminton, Cycling, and Travelling