

Yeo Ling Ling



PERSONAL PARTICULARS

NRIC No: S9090132Z

Date of Birth: 05 July 1990

Marital Status: Single

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CAREER OBJECTIVE

I would like to become part of a dynamic organization which provides me with the opportunity to update my knowledge and enhance my skills, most importantly to exceed expectations.

ACADEMIC/PROFESSIONAL QUALIFICATIONS

Royal Melbourne Institute of Technology

2011 – 2013

- Bachelor of Business (Economics and Finance) with Distinction
- High Distinction in Risk Management and Business Finance (Top 5% of the cohort)
- 3 High Distinction and 9 Distinction

Nanyang Polytechnic

2007 – 2010

- Diploma in Banking & Financial Services, Specialized in (Fund Management & Administration)
- Director's List Academic Year 2008/2009 Semester 2

Outram Secondary School

2003 – 2006

- O level – L1R4= 14, Distinction in CCA

WORK EXPERIENCE

Equinox Alternative Investment Services (Asia) Pte. Limited

Aug 2016 – Present

Account Manager

- Experienced in a mixture of Mutual Fund, Fund of Fund, Master Feeder Structure Fund, Hedge Fund and Private Equity Fund.
- Preparation of NAV Calculations, Partner/investor allocation calculations, including incentive and management fee calculations, financial statements and associated reports independently and within deadlines.
- Reviewing of NAV preparation for Junior fund accountants.
- Responsible for all the transfer agency functions.
- Instructing payment of expenses on behalf of the client's fund.
- Client relationship management.
- Assisting auditors and other fund participants and advisers.
- Researching of accounting and tax issues.
- Other ad hoc requests as needed.

Citco Fund Services (Singapore) Pte. Ltd.Oct 2014 – July 2016*Senior Fund Accountant*

- Preparation of NAV Calculations, financial statements and associated reports to review stage independently and within deadlines.
- Performing daily, monthly and year-end reconciliations for hedge funds.
- Working closely with the Fund Accountants to ensure deliverables are delivered within deadlines and assisting them when they are in doubts;
- Assisting Account Manager in monitoring timely delivery of daily, weekly and monthly deliverables;
- Escalate priority issues to supervisor and/or Account Manager in a timely and detailed manner;
- Maintaining day to day relationships and support queries from both internal and external clients such as Investment Managers, Brokers, Auditors and other fund participants.
- Training and coaching new Fund Accounting staff.
- Assisting with the first level review of work where necessary.
- Supporting Supervisor and Account Manager where required.

Citibank N.A., Singapore BranchFeb 2013 – Sep 2014*Fund and Portfolio Accountant*

- Specialised in Equity, Fixed Income Fund and derivatives like Futures.
- Responsible for NAV Reconciliation which includes diligent check on Pricing, Corporate Actions, Dividend Review, Stock and Cash Reconciliations.
- Responsible for carrying out comparison tasks on NAV Reconciliation between our portfolio accountant reports and client's fund accountant report.
- Shoulders responsibilities like managing client portfolios, preparing broker reconciliation, NAV calculation, preparing and timely delivery of accurate financial and accounts statements and reports to client, documenting payments and other transactions.
- Carried out internal audits, preparing periodical reports pertaining to the performance of the fund.
- Attended to queries of client and interact with fund managers, trustees and counterparties.

Vital (Ministry of Finance)Apr 2010 – Jan 2013*Account Payable Officer*

- Responsible for processing high volume of payments and journals for different agencies, charge-in entry and resource accounting.
- Tasked to check statement of accounts, running reports and daily updating of key performance indicators monitoring files.
- Assigned for follow ups of exception reports and enquiries, updating and maintaining working instructions and warrants between company and agencies.
- Involved with annual Work Improvement Team (WITs) Project and been selected to be leader and presenter for consecutive 3 years.
- Gained excellent time-management skills in meeting deadlines and working under pressure in fast pace environment.

CO CURRICULAR ACTIVITIES

Vital - Corporate Social Responsibility

- Selected to be leader for Environmental team under CSR.
- Organising and planning for activities related to Environmental for the company employees to create awareness on the importance of Saving Earth. Activities such as excursions, awareness talks and internal competition.
- Demonstrated event management skills to coordinate activities for the employees.

Vital – CE Tribal Challenge

- Initiated and coordinated many successful events, as the Committed Tribal Leader.
- Volunteered to design for the company tribal shirt for employees to wear on events.
- Enhanced on my communication skills, via sourcing and liaising with external and internal customers.

Vital Snooker & Pool Team

- Team Leader
- Represented Ministry of Finance in Competitions across Government Board

Netball

- Distinction in CCA, CCA Leadership Awards
- Captain of the school team
- Represented the school in Inter-School South Zone Competitions

ADDITIONAL SKILLS

Languages: Fluent oral and written English and Mandarin

Office Software Skills: Proficient in Microsoft Word, Excel, PowerPoint, and Outlook

Databases: Familiar with the usage of Bloomberg, Multifonds, Aexeo, AXI, Geneva, Mantra

Customer Service: GEMS Certificate, Vital Star Award, Vital GEMS Certificate

Driving: Possess a Class 3A driving licence

Other: Event Management Skill