
CHANTEL CHUA HUI MING

PERSONAL DETAILS

Twin Fountains
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I wish to pursue a career in the finance industry that offers opportunities for learning and growth. I expect myself to be able to excel in the chosen field and seek an opportunity to expand my knowledge, experience and to achieve personal and organization goals.

EXPERIENCE

OPERATIONS ANALYST & FUND ACCOUNTANT, PROGRESS ASIA CAPITAL

APRIL 2017 - JULY 2017

- Daily portfolio valuation processes, account level pricing, net asset valuation calculations (NAV), monthly accounting close processes, cash projection reports, cash management support, monthly end-client statement workflow and validation
- Responsible for fund's Risk Report to manage risks and track performances
- Contribute to business development by generating marketing materials for potential investors
- Liaise with the broker on Bloomberg to execute and settle trades amounting to more than \$5 million
- Assist in the launch of new portfolio fund

PRODUCT & MARKETING ADMIN OFFICER, AVIVA LTD

OCTOBER 2016 - JANUARY 2017

- Assisted in the implementation of new product launches and projects scheduled for launch
- Assisted in campaign (customer incentives) management, which includes preparation of eligible customer list, management information
- Responded day-to-day queries from internal stakeholders, etc
- Managed documentation of the relevant initiatives, process workflows, etc (including proof reading of product-related documents)

FUND ADMINISTRATOR, CUSTOM HOUSE FUND SERVICES (SINGAPORE) PTE LTD

FEBRUARY 2015 - JUNE 2015

- Processed subscription/redemption/transfer/switches for funds
- Prepared dividend deal sheets and capital call and distribution advices
- Reviewed shareholders' AML documents in line with the requirements listed in the Offering Material
- Monitored transactions and documentation of all existing fund shareholders to ensure they are updated
- Responded day-to-day queries from investors and fund managers via phone and email within 24 hours

OPERATIONS AND SETTLEMENTS INTERN, NEW SILK ROAD INVESTMENT PTE LTD

MARCH 2014 - MAY 2014

- Booked out trades, fund reconciliations and settlements
- Prepared cheque payment, staff claims and payment vouchers
- Updated of investors' database spreadsheet monthly
- Responded to queries and requests

IN-SCHOOL INTERN, NANYANG POLYTECHNIC

JULY 2014 - AUGUST 2014

- Basic training in financial analysis and trading
- Undertook the role of derivatives and FX trader and equity analyst using Bloomberg

EDUCATION

BACHELOR OF COMMERCE (INTERNATIONAL BUSINESS) - UNIVERSITY OF ADELAIDE

August 2015 - March 2017

DIPLOMA IN FUND MANAGEMENT AND ADMINISTRATION - NANYANG POLYTECHNIC

April 2012 - February 2015

OVERSEAS EXCHANGE PROGRAMME - KYONGGI UNIVERSITY (SOUTH KOREA)