

ACADEMIC QUALIFICATIONS

Singapore Institute of Management- University of London
Bachelor of Science (Honours) in Accounting and Finance

May 2016

- Relevant Courses: Audit, Accounting, Corporate Finance, Finance Reporting, Principle of Banking and Finance, Management Mathematics, Managerial Economics

The London School of Economics and Political Science (LSE)
Summer Exchange

Aug 2015

- Relevant Course: Analysis and Management of Financial Risk

Meridian Junior College
GCE A LEVEL

Dec 2012

- Leadership: Served as Quarter mistress for sailing team from 2011 to 2012
- Achievement: Received the East Zone Schools Colours Award in 2011 and 2012 as well as achieving third and second position in the National Inter-School Sailing A Division Championship in 2011 and 2012 respectively

WORK EXPERIENCE

J.P.Morgan Chase & Co.

June 2016 – Current

Account Control Analyst

- Facilitate J.P Morgan private client onboarding through management of key accounts and conducting due diligence process to ensure every account is compliant with international banking standards
- Key member of UAT team, actively involved in a project that require collaboration with various departments to develop and test key process flow and system for account migration of private clients from EMEA to Singapore
- Perform control checks on new accounts using proprietary software to identify the different risk profiles to coordinate KYC process across multiple departments

Otis Elevator Company (S) Private Limited

May 2015 – July 2015

Summer Intern- Finance Analyst

- Facilitated proper monthly financial accounts closure through reconciliation of multiple month-end financial reports and balance sheet to ensure accountability
- Actively managed multiple account maintenance – receivable, payment and bank statement by consolidating and cross-checking all invoices and statements received and issued
- Populated and verified monthly tracking of physical inventory through coordination with the payment processing team

Starhub Limited Singapore

Jan 2013 – July 2013

Temp Admin Assistant

- Augment database with additional data fields in Excel to make customer records more meaningful and rich
- Incorporated and personalized customer packages purchases onto system
- Achieved top efficiency rating of 130% for 3 consecutive months from March to June.

CO-CURRICULAR ACTIVITY

Singapore Institute of Management- University of London

Sept 2015 – Jan 2016

Peer Assisted Learning Leader – Mathematics I

- Collaborating with professor in the preparation of course material
- Clarify course material and resolving queries on a weekly basis with students

ADDITIONALS

IT Skills

- Highly advanced across suite of Microsoft programs including Excel, Outlook, PowerPoint and Word
- Proficient in MYOB, Oracle's JD Edwards
- Knowledge of database - Bloomberg, Capital IQ, Euromonitor Passport, Marketline, Thomson Reuters

Languages

- Fluent in both oral and written English as well as Mandarin