

# Curriculum Vitae

## PERSONAL PARTICULARS

**Name** : Tan Yong Hao, Jeremy  
**Date of Birth** : 19 November 1988  
**Nationality** : Singaporean  
**Race** : Chinese  
**Mobile** : 84886463  
**Email** : jeremytyh@gmail.com



## EDUCATION QUALIFICATIONS

From	To	School / Institute	Qualification Obtained
Aug 2010	Sept 2013	University of London (UOL) /Singapore Accountancy Academy (SAA)	Bachelor Degree In Accounting and Finance (2 <sup>nd</sup> Lower)
May 2005	Jun 2008	Singapore Polytechnic	Diploma in Information Communication Technology
Jan 2001	Dec 2004	Yishun Secondary School	GCE 'O' Level Examinations
Jan 1995	Dec 2000	Northland Primary School	PSLE

## OTHER EDUCATION QUALIFICATIONS

Year	School / Institute	Qualification Obtained
2017	Value Investing College	Certificate in Value Investing Option Strategy (VIOS) <ul style="list-style-type: none"> <li>Financial Analysis</li> <li>Qualitative Analysis</li> <li>Quantitative Analysis</li> <li>Value Investing Option Investment</li> </ul>
2017	Udemy.com	Certificate in Social Media Marketing – On Going <ul style="list-style-type: none"> <li>Facebook Marketing</li> <li>Instagram Marketing</li> <li>SEO/SOO</li> </ul>
2017	Futurelearn.com, School - ENAC	Certificate in Manage your prices: An introduction to pricing strategy and revenue management – On Going
2016	At-Sunrise Global	Certificate in Culinary Arts / Hygiene Officer
2014	8I Education Pte Ltd	Certificate in Millionaire Investor Program (MIP) <ul style="list-style-type: none"> <li>Financial Analysis</li> <li>Qualitative Analysis</li> <li>Quantitative Analysis</li> <li>Fraud Detection</li> </ul>

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## EMPLOYMENT HISTORY

**Company Name** : Baba Wins Peranakan Cuisine  
**Period** : April 2016 to Dec 2016  
**Position** : Restaurant Manager  
**Duties** :

- Managing the front of house
- Managing the back of house
- Managing the marketing and brand awareness
- Accounts Reconciliation

**Company Name** : Citco Fund Services (Singapore)  
**Period** : June 2013 to April 2016  
**Position** : Senior Fund Accountant  
**Duties** :

- Managing fund administration for Singapore largest hedge fund investment firm, Dymon Asia (Singapore)
- Managing funds, such as Dymon Asia Macro Master Fund.
- Reconciliation of recurring Expenses and Incomes
- Reconciliation of Cash and Position transactions
- Pricing of financial instruments monthly
- Calculation of Net Asset Value and NAV/Share of various funds.
- Calculation of Admin Fee charges to Citco Fund Services
- Calculation of Performance and Management Fee for the Client
- Finding Information in Bloomberg terminals
- Assisting Client with general enquires, providing solution to technical and non-technical issues.
- Main person to teach and show juniors the know-how processes.
- Reviewing of Junior's work allocations.
- Alias with other departments to provide excellent services to the Client, such as investor relation team and risk team.
- Provide monthly report to investors on fund's performance.
- Best Employee Award in April 2015.

**Company Name** : OCBC Bank (HQ)  
**Period** : June 2012 to December 2012  
**Position** : Office Clerk (Human Resource Information System Department)  
**Duties** :

- Assisting Group HR with SharePoint requests, policy updates and updating contents on site in UAT and Production environment.
- Assisting in OCBC Internal Career Fair 2012
- Administration, including filing, various documentation of projects
- Handling several projects, updating and creating sub-pages in Sharepoint for various departments
- Updating contents in Oracle Database System.
- Assisting in IT related issues, software or hardware.

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**Company Name** : UOB Call Centre  
**Period** : June 2011 to August 2011  
**Position** : Customer Service Officer  
**Duties** :

- Assisting Customers with personal internet banking enquires
- Assisting Customers with general enquires

**Company Name** : IMD Tuffi  
**Period** : January 2007 – December 2007  
**Position** : Administration/Graphic Designer/Ac-hoc Duties  
**Duties** :

- Administration, including filing and document checking.
- Packaging of various products to send to local or overseas customers
- Assisting to redesign product catalogue for customer to view
- Problem solving for IT related issues, software or hardware.

## **TECHNICAL SKILLS**

Type	Skills
Web Design	HTML, JavaScript, Cascading Style Sheets (CSS), Microsoft SharePoint Web Application
Others	MS Office, Photoshop, Computer Hardware Assembly and Troubleshooting, LAN Networking, Basic Oracle Database knowledge, Finding Information in Bloomberg terminals
Financial Analysis	Ratio Analysis, Profit & Loss Analysis, Balance Sheet Analysis, Basic Accounting

## **ACHIEVEMENTS**

2 Written Compliments from Satisfied Customers during the 3 months temporary staff Contract with UOB Call Centre.

Grade A for Industrial Training Program in Singapore Polytechnic.

Attaining Distinction in Co-Curricular Activities as a student in Singapore Polytechnic from the Academic Year 2005/2006/ to 2007/2008.

Attaining Good Grade in Co-Curricular Activities as a student in Yishun Secondary.

## **CAREER OBJECTIVES**

To learn and strive for opportunities

To align my goals to the objectives of the company.

To work in a team, learn and lead as one to achieve the goals of the organization.

To increase my knowledge and experience.

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## **INTERPERSONAL SKILLS**

I believe in my abilities and confident with what I do. I am also willing to learn and adapt to new changes. Furthermore, I love to make friends, network and share my knowledge with them. I like to look out for potential issues and provide solutions to increase the efficiency of overall job scope.

I am also a persevering person who relishes challenges and is always willing to co-operate and work as a team. I would look forward to share my skills and knowledge with my fellow colleagues as well as pick up new skills to improve myself.

## **AVAILABILITY**

**Period** : Immediate  
**Expected Salary** : \$3700 (Negotiable)

## **LANGUAGES**

**Proficiency** (Best = 10, Worst =1)

<b>Language</b>	<b>Spoken</b>	<b>Written</b>
English	9	8
Mandarin	8	7