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Career Objective

To be an integral part of a dynamic operation team within a financial institution.

Employment History

JPMorgan Chase Bank, N.A.

20 February 2006 – 30 June 2017

Senior Fund Accountant (Associate)

- Experience in handling both Equity and Hedge funds
- Perform and review daily cash management of portfolios such as daily reconciliation, FX, Loan, Deposits and fund transfer via SWIFT
- Liaise closely with custodians and trustees on funding instructions
- Perform and review daily net asset valuation, unit pricing for unit trusts and monitor all investments are invested as per the investment restriction guidelines
- Prepare and review monthly and quarterly valuations, interim and year-end financial reports
- Attend to queries from Fund Managers and other counterparties
- Ensure that all Service Level Agreement are met on time
- Invoice payment processing
- Coach and supervise juniors on BAU matters
- Archival of documents
- Participate in Business Continuity Plan testing

JPMorgan Chase Bank, N.A.

27 July 2005 – 19 February 2006

Temporary Administrative Assistant

- Assist the COO SSEA and his Secretary
- Filing of Presentations, Legal Documents, Expenses and Announcements
- Maintain Itinerary of COO's personal and business trips
- Reimbursement on expenses
- Attend to calls, schedule meeting and appointments, book air tickets and hotels, send mails and documents to be notarized to Law Firm

SembCorp Industrial Pte Ltd

3 Aug 2004 – 13 Aug 2004

Temporary Data Entry Clerk

- Data management via Oracle System
- Work under pressure and cope with high volume of data entries within a limited time frame
- Assisted in data migration to new platform for the Human Resource Department

Part-time Tutor

Jan 2001 – Dec 2015

- Manage and monitor students' academic performances
- Handle students' personal matters and resolve their doubts in understanding subject
- Instill time management skills in students to cope well under exam conditions
- Identify different teaching methodology to cater to different abilities in students

Education

University of London, LSE (Singapore Institute of Management) Jul 2002 – Aug 2005
BSc (Hons) Accounting and Finance

- Obtained Second Class Honours (Lower Division)
- Courses include Accounting & Finance, Business Law, Corporate Finance, Financial Reporting, Management Accounting, Managerial Economics, Management Mathematics, and Social & Applied Psychology

Pioneer Junior College Jan 2000 – Dec 2001
GCE 'A' Level

- Obtained 3 'A' Level passes with 1 distinction in Mathematics C, 1 'AO' Level passes
- Awarded silver award at the Singapore Youth Festival Junior College Symphonic Band Competition (2001)

Si Ling Secondary School Jan 1996 – Dec 1999
GCE 'O' Level

- Obtained 8 'O' Level passes with 2 distinctions in Mathematics D and Additional Mathematics
- Academic award for top in Mathematics D and Additional Mathematics (1998 – 1999)
- Awarded an Edusave Scholarship in Secondary Three (1998)
- Awarded a Credit in Australian Mathematics Competition (1998)
- Appointed as a Peer Support Leader (1998)

Activities

- Funds raising for the National Kidney Foundation and Children's Medical Funds (Jun 2005, Jun 2004)
- Awarded a pass in Grade 6 Piano Examination by The Associated Board of the Royal Schools of Music (2004)
- Awarded a Merit in Grade 5 Theory Examination by The Associated Board of the Royal Schools of Music (2003)
- Funds raising for the Singapore Cancer Society (22 Nov 2000 – 30 Nov 2000)

Training and Development

- Fund Administration (IV) conducted in SMU by Singapore Fund Administrators Association comprising Fund Operations & Administration, Fund Accounting & Valuation, Fund Management Industry & Investment Fundamentals, Regulatory Framework governing Fund Administration (2010)
- Power Resume & Cover Letter Writing by Ms Christina Lee (2004)
- Business and Social Protocol Course by Image Associates (1997)
- Microsoft Word Version 6.0 workshop conducted by Microskills (1996)

Other Skills and Interest

- Proficient in Oracle, Jaffa, Windows, Microsoft Office, Lotus Notes, Outlook, VBA, Bloomberg
- Bilingual in English and Mandarin
- Treasure family and friends gathering, hobbies include listening to music, playing piano, watching dramas and movies, playing badminton, cycling