

RETNAWATI

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Objective

Obtain more exposure in a challenging career opportunity with a well-established organization that requires a team player that is self-motivated, enthusiastic and able to make continuous positive contribution to the organization.

Education

Bachelor Degree of Commerce

The University of Wollongong, Australia, Aug 2010 – Aug 2012

- Major in Finance
- Attained High Distinctions in Accounting in Organisations, Principles of Responsible Commerce, Investment Analysis, and International Finance
- Significant projects:
 - **Simulation of Socially Innovative Enterprise:** Analyse causes and effects in business decisions
- Graduated with Distinction in August 2012

Diploma in Business Information Technology

Nanyang Polytechnics, Singapore, Apr 2007 – Apr 2010

- Achieved overall cumulative GPA of 3.516
- Final Year Project: Created a social media platform using java programming language and made a Business Service Centre Report
- Member of International Student Club in Nanyang Polytechnics, 2007-2010

GCE O'Level

Bartley Secondary School, Singapore, Jan 2004 – Dec 2006

- Appointed as Vice President of Library Club in Bartley Secondary School, to organise various events of outdoor and indoor, 2005-2006

Experience

Truston Asset Management Singapore Pte Ltd

Fund Accountant, Nov 2014 – Present

- Assist and review in reconciliation of funds by funds administrator
- Client / Investor reporting and servicing
- Prepare fund transfers instructions
- Upload and update hedge fund database monthly
- Communicate to clients and other business parties to resolve any open issues
- Identify exceptions and problems affecting accounting records and prices, communicating same to management, and assisting in their resolution
- Process daily trades and settlement with various brokers
- Calculate the Net Asset Values of various clients' funds
- Review data for and report on any irregularities in the fund's activity
- Price portfolio securities in accordance with applicable valuation policy as required.
- Process payment of fund expenses in applicable banking system in accordance with organization controls
- Coordinate resources to ensure all work is carried out and SLA met on a day to day basis
- Prepare cash projection to ensure sufficient fund in the portfolio
- Prepare weekly and monthly newsletter for the investors
- Become the main contact person for fund finance and operations

Citco Fund Services, Singapore

Operation Analyst, Nov 2012 – October 2014

- Prepared daily trades, position and cash reconciliation.
- Compiled NAV pack for the client.
- Monitored and analysed daily portfolio pricing.
- Resolved discrepancies for reconciliation items/ breaks between Citco and brokers/ clients.
- Communicated with clients and brokers through emails/calls to resolve any open issues.
- Provided training to junior / new hires in the team.
- Participated in the monthly team meeting and pre month-end planning.
- Reviewing Over the Counter (OTC) master agreements and confirmations.
- Liaised with various departments within Citco for ad hoc projects such as data connectivity and system set up.
- Responsible for being the main contact person for 16 funds reconciliations.
- Analysed profit and loss for the fund in the preparation of the monthly NAV pack.
- Supported the conversion of any new clients and existing migrations.
- Supported other business units during peak periods.

IBM, Singapore

Singapore Sales Team (Internship), Aug 2009 – Nov 2009

- Reduced the numbers of non-responded opportunities
- Called and approached every client to solve problems
- Helped the team to solve daily queries
- Did data entries with details required
- Trained new colleagues

Competencies**Computers:**

- Databases & Applications: Paladyne, MySQL, MS Access, Bloomberg, MS Windows, AXI Investor, Aexeo, MS Office (Word, PowerPoint, Excel, Access)

Languages:

- Spoken & Written: English (Excellent), Bahasa Indonesia (Excellent), Bahasa Melayu (Excellent), Teochew (Excellent), Mandarin (Basic)

Personal

Nationality : Indonesian (Singapore PR)
Attributes : Strong analytical, good leader and team player, good interpersonal and communication skills, decision making and problem-solving skills; work well under pressure; systematic and highly detailed oriented
Notice Period : One month