

# MARISCA HOSANG

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Singapore 238429

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## PROFESSIONAL EXPERIENCE

**Bank of New York Mellon, Singapore**

June 2012 - May 2015

### Fund Accountant

- Ensured thorough preparations, checks on bank and securities reconciliations and timely delivery of NAV calculations on a daily basis.
- Prepared regular financial statements for mutual funds of BNYM's clients.
- Handled multiple client relationships with trustee, investment manager, custodian, transfer agents and customer service representatives.
- Ensured accurate calculations and getting necessary approvals for timely payments of fees.
- Assisted in operational set up of new mutual funds within the team, by reviewing of fund memorandum and liaising with various departments to ensure timely set up.
- Provided creative inputs to better improve work processes for efficiency purposes and during corporate events, such as bowling night, charity bazaar and get-fit day.

**United Overseas Bank, Singapore**

February 2011 - April 2012

### Personal Banker

- Acquired an average of 20 successful clients monthly through tele-consulting and referrals, exceeding monthly targets.
- Wealth planning for prospects with set objectives and budget.
- Handling ad-hoc client queries relating to financial products and services such as insurance, unit trusts, structured deposits, gold & silver, securities trading, credit cards, FX and bonds.
- Actively promote bank's programmes such as client acquisition to privilege banking.
- Mentoring new in-branch bankers.

## EDUCATION

### ADDITIONAL CERTIFICATES

**Singapore College of Insurance**

Feb 2011

Rules And Regulations For Financial Advisory Services (M5), Life Insurance And Investment-Linked Policies (M9) and Health Insurance (HI)

### TERTIARY EDUCATION

**National University of Singapore**

Jul 2007 - Jul 2010

Bachelor of Arts in Economics

Relevant courses: Econometrics, International Finance, Environmental Economics, Macro and Microeconomics, Labour Economics, Managerial Economics, Industrial Organisation, Public Finance, Money and Banking.

## SKILLS

**Languages:** Fluent in English, Mandarin and Bahasa Indonesia

**Computer Skills:** Microsoft Office, Adobe Photoshop, Enterprise

## PERSONAL ACHIEVEMENTS

- Lead a team of ten in volunteer project to help the elderies (Habitat Project) in 2014
- Organising committee of Christmas with Kids in 2013
- Organised and conducted fundraisers in Overseas Community Involvement Project to St.Melanie Orphanage, Indonesia in 2005

## REFERRALS

- Lina Layarta, Senior Accountant, BNY Mellon, lina.layarta@bnymellon.com
- Nelson Low, Business Branch Manager, UOB Bukit Panjang Plaza, Tel : +65 6765 7031