

JONAS

Experience

Apr 2017 - Present
(1 year)

Fund Accountant Citco Fund Services (Singapore) Pte Ltd. |

Position level Asc Degree

Hedge fund related accounting

Sep 2015 - Mar 2017
(1 year 6 months)

Financial Consultant AXA Life Insurance Singapore Pte Ltd |

Position level Asc Degree

- Assisted clients to plan ahead through various financial planning models
- Provided consistent support for their insurance coverage and investment portfolios
- Specialized in Life/General Insurance product knowledge
- Focused on needs-based selling
- Always going the extra mile to achieve high customer satisfaction level

Jul 2014 - Sep 2015
(1 year 2 months)

Co-Partner & Finance Consultant E-commerce |

Position level Higher Sec

- Maintained the company's bookkeeping
- Ensured adherence to Government CPF policies and IRAS guidelines
- Adapted to different business platforms with openness to innovative ideas
- Displayed excellent customer service that would lead to long-term customer satisfaction and continuous support
- Prompt in replies and postage handling
- Conducted periodic market research to maintain competitiveness, and improve product quality and its user-friendliness

Jul 2013 - Jul 2014
(1 year)

Credit Approval OCBC Bank Limited |

Position level Asc Degree

Monthly Salary SGD 2,700

- Enhanced several project databases with self-taught Microsoft Access (SQL, VBA & macros) knowledge
- Performed Customer Due Diligence, Know-Your-Customer and Anti-Money Laundering checks within stipulated turnaround time (1 work day) as part of

credit review process for several investment products

- Periodic portfolio reviews done to reduce Non-Performing Loan cases
- Ensured data accuracy and adherence to policies and guidelines
- Supported the department's administrative needs such as high sensitivity document management and secure destruction

Jul 2012 - Oct 2012
(3 months)

Data Entry Officer (Part-Time during School Holiday)
Malayan Banking Berhad |

Position level Asc Degree
Monthly Salary SGD 1,600

- Keyed in crucial information of cheques into the system
- Ensured speed and absolute accuracy
- Spotted and sorted post-dated cheques separately
- Ensured daily end-of-day balancing figures tallied

May 2010 - Jun 2011
(1 year 1 month)

Credit Officer
Malayan Banking Berhad |

Position level Bachelor's
Monthly Salary SGD 2,002

- Facilitated lending from bank to individuals namely in hire purchase, credit card and overdraft applications
- Performed vigilant credit checks (CDD, KYC & AML) within stipulated turnaround time (1-3 work days) in spite of high volume
- Periodic covenant checks and regular portfolio reviews done to reduce Non-Performing Loan cases
- Ensured data accuracy and adherence to policies and guidelines

Mar 2008 - Nov 2008
(8 months)

Account Assistant
C & S Management Services

Position level Bachelor's
Monthly Salary SGD 1,000

- Tallied daily bank reconciliations
- Managed the restructuring of overdue and current payments with all the creditors of clients
- Issued repayment cheques on behalf on clients on a monthly basis
- Drafted Directors' Reports & financial statements such as Cash Flow Statement for clients

Education

2013

University of London Bachelor's

Major Banking & Finance
Grade Asc Degree

Modules undertaken:
Principles of Banking and Finance
Financial Intermediation
Corporate Finance
Investment Management
Valuation and Securities Analysis
Macroeconomics
Microeconomics
Management Science Methods

2010

Temasek Polytechnic Asc Degree

Major Accounting & Finance

Skill

Advanced	AS400, Excel, Microsoft Office, Outlook, PowerPoint
Intermediate	Access, ACCPAC Accounting Software, UBS Accounting Software

Languages

(Proficiency level: 0 – Poor, 10 - Excellent)

Language	Spoken	Written	Relevant Certificates
Secondary Sch	10	10	-
Other Language	-		

JobStreet English Language Assessment (JELA)

Date Taken	6 Feb 2017
Score	38/40

Additional Info

Expected Salary

SGD 3,800

Other Information

- Resourceful professional equipped with knowledge in accounting and finance
- Adaptable fast-learner to even comprehend complex IT skills required on the job
- Solution-focused perspective that remembers the importance of root cause analysis
- Detail-oriented personality hence motivated to produce work of excellence and on a constant lookout for improvements
- Strong analytical skills with an aptitude for numbers
- On-task nature induces persistence with determination and commitment till job completion
- Customer-centric mindset always going the extra mile to ensure positive customer experience

About Me

Gender

Female

Address

Singapore,
