

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

Feb. 2016 – Current

- Performance of the administration and services pursuant to the administration agreement of hedge funds
- Preparation and review of daily, weekly and monthly Net Asset Value calculations, financial statements, and associated reports in accordance to service level agreements
- Provision of cash, portfolio and capital reconciliation
- Development and implementation of standard operating procedures
- Liaison with investment managers, brokers and external auditors
- Proficient with various incentive fee, management fee and administration fee computations
- Proficient with migrations, liquidations and mergers of funds
- Mentoring of new hires in the team

FTC Corporate & Tax Advisory Pte. Ltd., Client Services Executive (Internship)

Oct. 2015 – Jan. 2016

- Preparation of financial statements in accordance with Singapore Financial Reporting Standards
- Preparation and submission of XBRL and annual returns for ACRA filings
- Preparation and submission of corporate tax returns and provisional personal tax returns
- Payroll administration, including CPF related matters
- Website development and maintenance

LG Electronics Singapore Pte. Ltd., Accounts Associate

Nov. 2014 – Oct. 2015

- Processing of timely payments of company's expenses
- Provision of variance analysis of monthly and quarterly expenses
- Management of company's cash accounts with commercial banks
- Reconciliation of bank accounts daily to monitor all bank transactions
- Reporting of daily and monthly cash flow forecasts
- Generation of general ledgers and other reports
- Preparation of quarterly GST returns

EDUCATION

ACCA

2015 – 2017

ACCA Qualification Level 3

CFA Institute

2016 – 2016

Investment Foundations Program

University of London

2012 – 2014

Bachelor in Accounting & Finance (Second Class Honours Upper Division)

Ngee Ann Polytechnic

2007 – 2010

Diploma in Business Studies

ADDITIONAL INFORMATION

Nationality: Singaporean

Language Proficiency: English, Mandarin Chinese

Achievements:

- Awards for Citco Excellence in Citco Fund Services
- Commanding Officer Choice and Best Commander for National Service

- Represented Ngee Ann Polytechnic in SGDF Dancesport Nationals and IVP Track and Field Meet
- Coordinated an outreach programme between Ngee Ann Polytechnic and Wildlife Reserves Singapore
- Management committee of Environmental Rangers Society and Kung Fu Club in Ngee Ann Polytechnic -
Organising committee and student coordinator in various events in Singapore Institute of Management and
Ngee Ann Polytechnic