

YOU RUHUI, CELINE

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PROFESSIONAL QUALIFICATIONS

Assistant Vice President, Hedge Funds Services – SS&C Technologies Holdings (March 2016 – Current)

- Account manager for several large Hedge Funds and Private Equity clients and have maintained excellent working relationships with them.
- Act as an escalation point for clients, on any major issues that require resolution as well as ensuring smooth running of daily operations within the team.
- Review and authorise expense payments made by the client on behalf of funds.
- Assist clients in annual financial year-end audit and US tax reporting process.
- Project lead in multiple migration projects, several of which involve the business transition from Citibank N.A. to SS&C, all while ensuring that daily operations are not impacted adversely.
- Creating and signing off on additional controls and checks to improve the accuracy and efficiency in providing client valuations.
- Prepare business-related risk reports, on a monthly basis, for higher management's evaluation.
- Managed the transition of manual work processes between old and new offshore teams based in India, and till date, continuously providing leadership over the new team.
- Gained exposure through occasional work travels to Hong Kong for client visitations as well as to assist colleagues in the HK office with their NAV processes.
- Conduct regular service reviews with clients and wherever possible, identify products and services that would add enhanced value to the client.
- Take lead in new clients and funds implementation, ensuring that client imperatives are met.
- Develop team members through regular individual feedback sessions and on occasion, provide classroom trainings that help enhance both their skills and technical knowledge.

Assistant Vice President, Alternative Investments Funds Administration – Citibank N.A. (September 2010 – March 2016)

- Account manager for several large clients and have fostered good, close working relationships with each one.
- As team lead, main responsibility of reviewing NAV reports and ensuring smooth running of daily operations within the team.
- Strong foundation in accounting principals and experienced in annual financial statements preparation and review.
- Good knowledge of financial instruments such as bank debt, loans and over-the-counter derivatives.
- Responsible for developing, testing and signing off on additional macros and controls to improve the accuracy and efficiency in providing client valuations.
- Take lead on several on-going project initiatives that help improve process inefficiencies and reduce costs (e.g. automation, create standardization).
- Spearhead numerous UAT testing of new and upgraded work systems, and successfully launched them into the production environment.
- Managed an offsite team based in Chennai, India that performs the manual processes in calculating NAV.
- Experienced in the process of on-boarding new clients and funds implementation, ensuring that client requirements are met (e.g. review fund-related documentation, account setups, data migration, etc).

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Assistant Vice President, Alternative Investments Funds Administration – Citibank N.A. (September 2010 – March 2016) (*Continued*)

- On several occasions, received prestigious organisational-wide awards for excellent client service and completion of enhancement projects
- Prepare and analyze risk and MIS reports, with constant review to ensure that information provided is meaningful, for upper management's utilisation
- Coach and supervise, new hires and interns, and act as an escalation point for major issues to be investigated or resolved.
- Conduct various classroom trainings that help enhance both technical and skills knowledge of team members.

Fund Accountant – The Bank of New York Mellon (September 2007 – September 2010)

- Daily preparation and review of Net Asset Values (NAVs), across all complexity of fund types in accordance with industry, company and client standards.
- Provide timely and accurate response to auditor and client queries.
- Strong knowledge of financial instruments such as equities, bonds and various derivatives.
- Successfully migrated client accounts to new platform and ensured maintenance of integrity and accuracy in existing accounting data and customised client reporting.
- Took lead in testing numerous macros that provided efficiency to key manual reporting processes within the team.
- Managed several ad-hoc project initiatives that enhances the reporting experience for the client
- Part of the core team that drafts and reviews Business Contingency Plan for the department.
- Key team member for the department's quarterly newsletter editorial, that's distributed across APAC branches.
- Act as Custody Client Service Representative for one of the bank's major client accounts.
- Developed a fairly good understanding for standard custody and settlement practices that aid in ensuring the timeliness and accuracy of reporting
- Created well-rounded partnerships with multiple stakeholders and client-solution teams globally, to ensure prompt resolution to client queries and trade issues.

EDUCATION

BSc Banking and Finance, 2nd Class (Lower) Honours, University of London (July 2005 – August 2007)

- Achieved B grade or higher for 6 out of 9 subjects

Diploma in Business Information Technology, Temasek Polytechnic (July 2002 – April 2005)

- 3.39 Grade Point Average, 128 Credits

CHIJ Toa Payoh Secondary School (January 1998 – December 2001)

- Achieved good grades to receive a transfer from Normal Academic to Express stream (1998)
- Awarded nationwide Edusave Scholarship (1998)

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ACTIVITIES & ACHIEVEMENTS

Area Overseer, Cell Leader – RiverLife Church Young Adults Group (April 2002 – March 2011)

- Provide a supervisory and mentoring role to Polytechnic/ ITE students
- Responsible for mapping out growth paths, plan activities targeting the holistic development of each student
- Constantly identifying and grooming new leaders for each small group
- Spearhead and participate in several committees for various project efforts and events

Team Leader – RiverLife Church Young Adults Group Dance Team (1997– 2008)

- Overall responsible for managing the team of dancers
- Responsible for the well-being and creative development of team members.
- Choreography of dance movements and participated in various musicals

Leadership positions in CHIJ Toa Payoh Secondary

- Prefectorial Board (1998, 2000 - 2001)
- Peer Support Leader (2000 – 2001)
- School Captain (2000)
- Committee member for annual school carnival – “IJ Fiesta” (2001)

OTHER SKILLS

Language & Software

- Able to communicate confidently and fluently in both written and spoken English
- Natural flair for public speaking and presentation
- Some software skills include: Microsoft Office, Adobe, Multiple accounting software (i.e. InvestONE, Multifonds, Advent Geneva, Paxus, Hedgetek, Frontier, SHARP)

REFERENCES

AVAILABLE UPON REQUEST