

Name	: Stella Chin Hui Bing
Date of Birth	: 26-September-1985
Nationality	: Singaporean
Gender	: Female
I/C Number	: S8531947G
Marital Status	: Single
Mobile	: 9666 8086
Home Address	: Blk 273 Bangkit Road #11-160 Singapore 670273
Email address	: stellachin01@hotmail.com

[CAREER OBJECTIVE]

To seek a challenging position requiring enthusiasm, professionalism, a jovial and cheerful attitude to provide the best possible knowledge to use. Extensive education and experience will be utilized with a broader responsibility and contribute significantly to a dynamic and progressive company.

[EDUCATIONAL BACKGROUND]

[HIGHEST LEVEL]

- Level : Degree
- Field of Study : Degree in Business Finance
- Location : Singapore
- Name of Institution : Singapore Institute of Management (SIM)
- Graduation Date : June 2013

[OTHER ACADEMIC QUALIFICATIONS]

- Level : Diploma
- Field of Study : Diploma in Building and Real Estate Management
- Location : Singapore
- Name of Institution : Ngee Ann Polytechnic
- Graduation Date : Year 2005

- Level : GCE 'O' Level
- Credits : 4 'O' Level Passes
- Location : Singapore
- Name of Institution : Dunearn Secondary School
- Graduation Year : Year 2001

[EMPLOYMENT HISTORY]

- Company Name : **Custom House Fund Services (Singapore) Pte. Ltd.**
- Occupation : Fund Accountant
- Date Joined : April 2011 – Present
- Job Description :
 - Processing of Net Asset Value calculations for daily funds – trades, prices and rates
 - Processing of Net Asset Value administration, management and performance fees calculations
 - Processing of fixed fees and interest accruals
 - Liaise with all parties to the fund in a professional manner (investment managers / advisors, auditors, custodians, payment banks)
 - Generation and uploading of investment data for portfolios
 - Liaising with brokers / custodians to ensure accurate and timely receipt of all portfolio information
 - Reconciliation of portfolios cash / bank
 - The payment / transfer of fees and expenses
 - Uploading new trades and prices on systems
 - Investigating trade ‘breaks’ and other discrepancies with the broker / custodian
 - Communicating with other departments and offices

- Company Name : **Eng Lee Engineering Pte. Ltd.**
- Occupation : Property Executive
- Date Joined : Jul 2009 – Mar 2011
- Job Description :
 - Provide a range of functions associated with leasing and maintaining properties in accordance with the landlord’s instructions.
 - Act as a liaison between tenants and landlord regarding prospective tenants, agreements, repairs and tenancy termination.
 - Prepare property condition reports.
 - Respond to enquiries from potential tenants.
 - In consultation with the property manager, be responsible for arranging maintenance and repairs to properties which are to be carried out expeditiously, economically and to an acceptable standard.

- Company Name : **DBS Bank Ltd**
- Occupation : Customer Service Ambassador
- Date Joined : Aug 2006 – Jun 2009
- Job Description :
 - Handle high volume of over-the-counter transactions including cash deposits and withdrawals and remittances accurately.
 - Handle customer service issues including complaints and waiver of fee request.
 - Promote bank’s products and services.
 - Perform general administrative duties.

[PERSONAL STRENGTHS AND ATTRIBUTES]

[LANGUAGE PROFICIENCY]

- Written : English, Chinese
- Spoken : English, Mandarin

[SKILLS]

- Microsoft : Words, PowerPoint, Excel, Outlook
- Programming : Bloomberg, Paxus Accounting System, AutoCad
- Good interpersonal relationship, responsible and meticulous individual, having effective communication skills, great teamwork and cooperates well with people at different levels

[OTHER NOTABLE ACHIEVEMENTS]

- Awarded POSB City Super Stars Club, Bronze Award Winner. Qualified as the Top 18 referral staff for the period 2 Jul 2007 to 30 Sep 2007
- Awarded POSB City Super Stars Club. Certificate of Recognition for achieving minimum 100 successful referrals for period 2 Jan 2007 to 30 Jun 2007
- Awarded Silver Certificate of Achievement in CCA 2005
- Accredited Training Institution (ATI) Certificate (Fire Safety Manager) for the Diploma in Building & Real Estate Management Course
- Certificate of Appreciation. Division Head of Building & Environment Society 2003/2004
- Certificate of Appreciation. For contributions in the Building & Environment Society 2002/2003
- Certificate in CMFAS Module 5: Rules And Regulations For Financial Advisory Services
- Certificate in CMFAS Module 9: Life Insurance and Investment-Linked Policies
- Certificate in Health Insurance
- Certificate in Basic Insurance Concepts and Principles

Last Drawn Salary: \$3120 + Overtime pay entitlement