

# FOO NYUK MIN

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*D.O.B: 15th April 1989 Nationality: Singaporean*

## EDUCATION

**Singapore Institute of Management – University of London**

B.Sc. (Hons) in Economics and Management

2009 - 2012

## PROFESSIONAL EXPERIENCE

**Citco Fund Services – Senior Fund Accountant**

Jan 2015 – Present

- Calculate the Net Asset Value of allocated funds
- Review pricing support for OTCs and listed securities against counterparties and Bloomberg
- Identify large P&L variances and prepare daily P&L reports
- Monitor and book capital movements (subscriptions/redemptions)
- Liaise with international clients and other global offices to ensure clients' needs are met
- Perform valuation analysis on an array of instruments such as, but not limited to, equities, options, swaps and bonds

**Citco Fund Services – Operations Analyst, Senior Operations Analyst**

Feb 2013 – Jan 2015

- Preparation of daily trades, position and cash reconciliation in a timely manner in accordance with clients' requirements
- Investigated and resolved breaks through thorough analysis of in-house Aexeo data with Prime Broker statements, Geneva and Bloomberg
- Liaise with clients, other Citco offices and teams to effectively resolve open issues
- Supported the on-boarding of new clients and assisted in the transfer of existing clients from other global offices and teams
- Ensured correct flow-in of trades into Citco database and manual bookings of cash transfers/accruals
- Mentor to new teammates

**ANZ Bank – Project Support Officer (Contract)**

Jul – Oct 2012

- Project involvement in VASCO Migration for corporate banking clients
- Role involves data mining for targeted clients, matching clients' profiles, planning process flow for efficient dispatching of tokens and actively following up with clients for activation
- Generated daily reports on performance and migration completion status
- Problem solving for corporate clients through telecommunications
- Designed different payment templates for clients in the new system

**JobsDB – Marketer**

Jun – Jul 2011

- Independently approached new potential clients and marketed the company's product to them to grow the client base of the company
- Managed existing customers databases to maintain goodwill and ensure high retention rates

**Starhub Pte Ltd – Sales Executive**

Jun – Aug 2010

- Frontline service of customers which involved understanding their enquiries, needs and requirements, and advising them accordingly and patiently in selecting products that are most tailored for their needs

**National Cancer Centre Singapore – Patient Care Associate**

Dec – May 2009

- Liaised with public healthcare institutions to make certain patients' needs were promptly met
- Assisted the doctors and provided attentive care to patients during consultations

## CO-CURRICULAR ACTIVITIES

**Singapore Institute of Management – University of London**

*Student Representative Council, Event Publicity Committee, Event Treasurer*

2009 – 2010

- Handled all finance related work for the event efficiently and meticulously
- Ensured all transactions were properly accounted for and expenses were kept within budget
- Worked effectively with the rest of the team to transform ideas into end products to promote the event

## **Anderson Junior College**

*Wushu, Treasurer, School Representative*

2006 – 2008

- Handled all finance related work for the club efficiently and ensured all transactions and claims were properly accounted for
- Implemented the use of an accounts book and ensured that all transactions were conscientiously recorded
- Represented the college, both individually and as a team, for the National Inter-Schools Wushu Competition
- Through collective hard work and perseverance, the girls' team was awarded 3<sup>rd</sup> place overall

*Class, Subject Representative, Camp Group Facilitator*

- Ensured prompt and efficient dissemination of essential study materials to the class and made certain important messages were relayed swiftly and accurately
- Actively participated in the organisation and facilitation of a 3-day camp for the children of Students Care Service (Yishun Centre) as part of the class' service learning project

## **AWARDS**

- Social Service Award – Platinum

2008

## **COMPUTER SKILLS**

- Proficient in Microsoft Office Tools (Word, Excel, PowerPoint), and Open Office equivalent