



Block 140 Pasir Ris Street 11 #10-173  
Singapore 510140  
Mobile: 96549177  
Date of Birth: 31 October 1988  
Email: a.muhsin88@gmail.com

## ABDUL MUHSIN BIN ZULKIFLI

### PROFILE

An Accounting and Finance graduate seeking an opportunity to embark on a career in the Finance sector. With useful experiences from previous job stints, I will be able to contribute significantly to your organization. Being a responsible and motivated individual, I am confident of achieving both personal and team goals while being a positive influence in the workplace at the same time. In addition, my strong willingness to learn will allow me to pick up new skills and adapt to the environment in the shortest time possible.

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### EXPERIENCE

#### **BUSINESS ANALYST, CREDIT SUISSE SINGAPORE**

May 2015 – June 2016

- Review of ISDA documentation, both structured and vanilla trades
- Draft confirmations based on deal tickets, term sheets and trade booking systems
- Manage and resolve queries on confirmations or the various booking systems
- Delivering proactive and prioritized service to all clients within the agreed service level agreement
- Drafted structured Fixed Income Derivatives, Equity and FX products i.e. forwards, options, commodity structures and accumulators

#### **CLIENT ANALYST, CREDIT SUISSE SINGAPORE**

October 2014 – February 2015

- Liaise with traders and clients on the issuance of collaterals
- Manage the daily booking and allocation of collaterals
- Adopted a trainer role to the new staff for daily operations
- Manage the end of day intercompany exposures

#### **ACCOUNTS ASSISTANT, EPIKEBABS (INTERNSHIP)**

June 2014 – September 2014

- Collate monthly reports of accounts payables and receivables.
- Liaise with suppliers regarding pricing.
- Carry out basic bank reconciliation for the company's expenses.
- Work together with the CEO to formulate future business expansion plans for the firm.

**SALES SUPPORT, NUANCE WATSON**

July 2011 – November 2013

- Partake in quarterly stock takes.
- Adopted a secondary trainer role to teach new staff regarding daily operations.
- Maintained a high level of service excellence to cope with customers' demands.
- Works alongside the Merchandisers to ensure all 20 stores in the airport are well-stocked.

**CUSTOMER SERVICE OFFICER, WORKFORCE DEVELOPMENT AGENCY**

February 2010 – July 2010

- Assist with customers' queries regarding Singapore workforce's policies.
- Provide clients with structured walkthroughs for the WDA online portal.
- Received numerous compliments for positive attitude and professionalism.

**SECTION COMMANDER, SINGAPORE CIVIL DEFENCE FORCE (NS)**

January 2008 – November 2009

- Honing of leadership skills through management of manpower during firefighting and rescue operations.
- Secondary appointment holder to maintain smooth operation of the fire station.

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EDUCATION	UNIVERSITY OF LONDON – BACHELOR OF SCIENCE (ACCOUNTING AND FINANCE) (HONOURS) July 2010 – June 2014
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SKILLS	IT – Proficient in Microsoft Office applications. Linguistic – Highly fluent in both English and Malay.
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OTHERS	Availability: Immediate
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