

EDUCATION

NANYANG TECHNOLOGICAL UNIVERSITY

Singapore

Bachelor of Business (Hons): Major in Banking and Finance

Aug 2013 – Jul 2016

- *Academic*: taken modules in Financial Modeling, Investments, Risk Management and Corporate Finance
- *Leadership*: manager of water polo in NTU Hall 4 for a period of 5 months, led the team to a top 10 finish
- *Teamwork*: business manager for NVM 2014, coordinated with the committee and contributed to success of the event

UNIVERSITY OF ST GALLEN

Switzerland

Exchange Program: Major in Business Administration

Sept 2015 – Dec 2015

- *Teamwork*: led a group of 3 international students for Strategy Crafting & Execution and presented a topic on conservation

EXPERIENCE

AMUNDI ASSET MANAGEMENT

Singapore

Client Servicing Associate – Distribution

Nov 2016 – Present

- Analyse fund performance and update their respective factsheets that are published to the public on a monthly basis
- Assist in sales effort by updating presentation decks and preparing training materials for both retail and private banks
- Serve as a point of contact for information on Amundi funds from clients pertaining to fund updates and performance
- Liaise with various departments from Singapore and overseas offices in Paris and Luxembourg

AON HEWITT

Singapore

Analyst – McLagan, Consulting

July 2016 – Nov 2016

- Constructed Excel models to benchmark compensation of employees in private equity firms with the industry
- Designed a carried interest plan model for distribution of carry in private equity firms
- Conducted surveys with clients of private banks to understand their engagement level with the bank
- Displayed organisational skills when handling various projects at the same time while meeting tight deadlines

PB CORPORATE SERVICE

Singapore

Intern – Finance Department

June 2015 – Aug 2015

- Developed a keen eye for detail when managing tasks such as bank reconciliation and journal entries for internal accounts
- Designed a new invoice format using excel to streamline the process of issuing payment invoices to clients
- Supervised the audit of client's inventory to ensure the process is in compliance with the Singapore Standards on Auditing

QBE INSURANCE (INTERNATIONAL) LIMITED

Singapore

Intern – Risk and Compliance

Dec 2014 – Jan 2015

- Analysed the Personal Data Protection Act and identified challenges in complying to the act in the company
- Drafted a policy unique to the company based on various AML requirements, PDPA and MAS requirements
- Performed an audit on insurance policies issued to ensure that they comply with local rules and regulations

TEMASEK POLYTECHNIC

Singapore

Student Relations Officer – Finance Department

Apr 2013 – June 2013

- Proofread bursary application forms given by students before passing them over to higher management for approval
- Advised students on financial matters regarding bursary application and ensure that they adhere to standards set by MOE

CO-CURRICULAR ACTIVITIES

Touch Of The Hearts 2014 (TOTS), NTU Hall of Residence 4

Singapore

Head Operations Executive, Main Committee

Oct 2013 – Sept 2014

- Coordinated efforts between NTU, government agencies and MINDS to obtain licensing for public events
- Planned and effectively executed fund raising events such as ticket sales and car wash

National Vertical Marathon 2014, NTU Sports Club

Singapore

Business Manager, Main Committee

Sept 2013 – June 2014

- Developed excel model to accurately keep track of sponsorship details to prevent duplication of effort
- Sourced for sponsors from various industries and negotiated for quality prizes and goodie bag items for the event
- Successfully obtained sponsorships for the event which more than 2300 members of the public and students participated
- Official sponsors are as follow: Great Eastern, Brooks, Aquarius, Fitness First, Kiehls and Wenger

ADDITIONAL

- Financial Markets Database: Bloomberg, Lipper and Capital IQ
- IT Skills: Microsoft Excel, PowerPoint and Word
- Interests: taking part in marathons, diving, traveling and reading about current affairs
- Language Proficiency: English (professional working capacity), Mandarin (native)