

POOJA RAI

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EDUCATION

SINGAPORE MANAGEMENT UNIVERSITY - Singapore
Master of Business Administration

December 2016

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY– New Delhi, India
Bachelor of Business Administration

June 2013

Tampines Junior College – Singapore
GCE 'A' Levels

December 2009

CHIJ St Joseph's Convent – Singapore
GCE 'O' Levels

December 2007

EXPERIENCE

GLOBALEYE PTE LTD – Singapore

April 2015-March 2017

Investment Analyst

- Create, manage & rebalance the standard investment portfolio and preparing all relevant documentation for presentation to the investment committee regarding the same.
- Research and prepare customized client investment requests and portfolios such as high dividend portfolios and occasionally, stock analysis.
- Prepare monthly market update reports and quarterly market synopsis where I conduct macro sector analysis on geographical equity markets (such as US, European and EMEA equities), commodities, foreign exchange and treasuries
- Liaise with clients and other related parties regarding the timely execution of their trades and compliance requirements.
- Collaborate with various fund managers to review their fund and framework for their inclusion in our portfolios.

STANDARD CHARTERED BANK – Singapore

August 2013-April 2015

Relationship Manager, Commercial Clients (February 2015 – April 2015)

- Managed and serviced portfolio of 90 borrowing accounts with revenue ranging from S\$10 million to S\$50 million and pro-actively developed financial solutions to meet their needs.
- Prepared comprehensive reports for approval department to assess the customers financing requirements and worked with internal stakeholders to provide the best solution for both the customer and the Bank.
- Found opportunities with existing and new clients to generate and achieve greater revenue.
- Worked together with operations and product specialists to provide timely and efficient service to the clients.
- Successfully executed a cross-border FX deal for a company and their subsidiary between Singapore and Malaysia.

Credit Analyst, Commercial Clients (February 2014 – January 2015)

- Prepared an average of 10 comprehensive reports and their supporting documents a month with an approval rate of about 70%.
- Worked with SMEs in various industries including construction, manufacturing, commodities trading, retail, shipping services and automobile distribution.
- Analyzed financial statements and prepare financial projections to determine the financial health and potential growth and value of the client
- Evaluated the client's degree of risk based on their financial health and business strategy and operations.
- Conferred with credit association and other business representatives to exchange credit information.
- Generated financial ratios, using computer programs, to evaluate customers' financial status.

Credit Documentation Manager, SME (August 2013 – February 2014)

- Assessed SME business applications and prepared Facility Letters in accordance with the applications. Prepared and submitted an average of 6 facility letter a day.
- Conducted preliminary checks on documents executed to identify any discrepancies.
- Followed up with the relationship managers to ensure all condition precedents have been fulfilled prior to the release of facility letters and drawdown of facilities.
- Maintained information on the documents and collaterals in the collateral management system.

ADDITIONAL

Fluent in English & Hindi. Elementary proficiency in Dutch

- Technical Skills:
 - Microsoft Office (Word, Excel, Powepoint, FrontPage, Access, Publisher)
 - Moody's Financial Spreading Software
 - C++
 - Python
 - Tally Accounting Software
 - Bloomberg Terminal
- Volunteered as an Administrative Assistant with a charitable hospital in Uttar Pradesh as an undergrad.
- *Work Authorization:* Singapore
- *Interests:* Travelling, Water Sports, Dancing