

LIM YIXUAN ANNA

DOB: 28 May 1989

(+65) 96459484 Email: anna.limyixuan@gmail.comBlk 613A, Bedok Reservoir Road, #06-1358, S471613

WORK EXPERIENCE***State Street Bank******Nov 2014 – Present******Associate II, Global Services, Alternative Investment Solutions***

- Review general accounting journals and bank reconciliations for real estate & private equity fund entities
- Review quarter and annual financial reports, XBRL reporting, portfolio schedules, accrual schedules
- Review work papers for quarterly GST statement of claims and annual GST filings
- Prepare management fee allocations, capital call allocations and distribution allocations
- Primary contact for day-to-day existing & new investors' queries, and prepare ad-hoc investors' reporting
- Liaise with auditors for financial audit, provide requested information and response to specific inquiries

The Bank of New York Mellon***Jun 2012 – Nov 2014******Fund Accountant, Fund Services, Asset Servicing***

- Calculated daily, weekly and monthly mutual fund valuations for QDII, KIC, Hong Kong Treasury, CFS(Australia), MAS
- Handled accounting reconciliations and trade reconciliations between internal & client reports
- Researched discrepancies and resolved them in a timely manner
- Effectively communicated concerns with internal operation team members, investment team contacts, and relationship managers to resolve issues
- Reviewed reports submitted by team members for errors and misrepresentations
- Coached new employees and participated in cross training with other teams
- Involved in user acceptance testing; financial accounting system conversion and new client reporting system

Aviva Ltd***Jun 2008 – Jul 2009******Admin Officer, International Services, Hong Kong Team***

- Provided policy servicing and new business servicing support to Aviva Hong Kong
- Calculated price honoring and raised payment requisitions for policy payouts
- Assisted Business Analysts from Change Management department in developing new systems, testing of systems and system upgrades

EDUCATION***Singapore Institute of Management – Global Education******Jul 2009 – May 2012******University of London International***

- Bachelor of Science (Honours) in Accounting and Finance
- Classification: Second Upper

Tampines Junior College***Jan 2006 – Dec 2007***

- GCE 'A' Levels (Science Stream)

St. Anthony Canossian Secondary School

- GCE 'O' Levels (Science Stream)

Jan 2002 – Dec 2005**ADDITIONAL INFORMATION****Languages:** Fluent in English, Mandarin and Cantonese**Technical Skills:** Proficient in MS Word, Excel, PowerPoint, Access**Accounting Tools:** UBS Accounting System, Investran, Oracle, Enterprise**Financial Tools:** Bloomberg, IDC, Thomson Reuters