

## **YANG SHUET JING**

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Proactive and flexible self-starter combined with strong academic competence and strong performance in work experiences. Possess an outgoing personality with wide international exposure.

### **EDUCATION AND QUALIFICATIONS**

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**2012 - 2015    The University of Manchester**

BSc (Hons) Management (Accounting and Finance)  
Obtained result: 2<sup>nd</sup> Class (Upper)

Modules included: Advanced Corporate Finance, Decision Analysis for Business and Management, Financial Derivatives, Financial Engineering and Industrial Organization and Business Strategy.

Dissertation: *Shareholder wealth effects on merger and acquisition: A clinical research on the short-term and long-term performance of United Online acquiring FTD Group.*

**2009 - 2012    Singapore Polytechnic**

Diploma in Business Administration (Marketing)

**2005 - 2008    Orchid Park Secondary School**

GSCEs (3A's, 3B's) including Mathematics and English

### **WORK EXPERIENCE**

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**Dec 2015 - Present    Citi Private bank, Client Reporting Group, Performance Analyst  
Contract staff**

- Evaluated and analyzed the data of Private Equity Real Estate (PERE) funds for Internal Rate of return calculation. Discrepancies between HiP (Anova) and Fund House will be raised and rectify based on corporate action notices and quarterly reports to improve on the accuracy of Client Reporting Statements.
- Developed an excel sheet on the breakdown of the outside commitment amounts for PERE funds which will be required to understand on the discrepancies of the reported figures and quarterly reports that would be useful for future reference.
- Reviewed and analyzed performance returns of client's portfolio by extracting the required financial data from the system to calculate the information manually for client reporting.
- Evaluate On-Demand Relationship Report (ODRR) and manually recalculate the financial figures to ensure that what has been presented reconcile with In-view reports.

**Jun – Aug 2013    Agency for Science Technology and Research (A\*Star)  
Policy Planning Department, Temporary administrative staff**

- Helped to facilitate the completion of National survey of Research and Development in Singapore by collecting data from companies that provide useful indication on the scale and direction of Research and Development in Singapore.
- Findings are keyed into the statistical software whereby the results are furthered analyzed and presented to the major directors under A\*Star.

**Jan – Sept  
2012      I Can Read Enrichment Centre  
Administrative staff**

- Handled administrative duties such as answering telephones, assisting visitors and resolving a range of administrative problems and enquiries.
- Organizing files and updating data in the computer system in order to monitor the student's progress.

**Mar – Apr  
2011      Sin Hwa Dee  
Internship in Public Relations Department**

- Conducted marketing research on the targeted audience.
- Proposed suggestions to improve on the overall concept of the restaurant.
- Communicated with customers to get in-depth information in order to improve the restaurant.
- Assisted the production executive in planning the restaurant schedule.
- Developed vouchers to promote the products and to bring in more customers.

**Positions of Responsibility**

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**2015 – 2016      Volunteer at Khoo Teck Puat Hospital, Dementia Care Unit**

- Socialized with the elderly patients in the wards, befriend and engage them in activities.

**2012 – 2014      ReachOut Student Mentor, United Kingdom, Manchester**

- Coached students who are in the disadvantaged communities to raise aspirations and help them grow in character and competence.

**2009 – 2011      Singapore Polytechnic Community Service and Cultural Club  
Sub-committee Member**

- Facilitated Amazing Race Event, Hiking Event, Annual Dinner and Freshmen Orientation Camp.
- Developed leadership, teambuilding and outdoor skills as well as endurance, adaptability and physical strength

**PAST ACHIEVEMENTS**

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**2012              AirAsia Marketing Plan Competition**  
2<sup>nd</sup> Runners-up for marketing plans to promote AirAsia

**2012              NETS FlashPay Final Year Project**  
Presented marketing strategies to promote NETS FlashPay Ez-Link

**ADDITIONAL SKILLS:**

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**IT**                  Proficient in the use of Microsoft Office packages  
**Driving**          Full clean international driving licence  
**Languages**      Proficient in spoken and written English, Mandarin

**REFERENCES**

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Available upon request