

Pao Wing In Mary  
Blk 415 Bedok North Ave 2 #18-99, Singapore 460415  
(+65) 98429280, mary\_pao\_wing\_in@hotmail.com



## SKILLS / COMPETENCIES

- Languages: English and Mandarin
- Computing Skills: Efront, Siebel, Microsoft Office and Bloomberg
- Personal Core Competencies: Analytical Skills, Valuation Skills, Logical Problem Solving Skills, Interpersonal Skills and Motivational Skills

## WORK EXPERIENCE

**Partners Group**  
**Investment Data Services**  
**Financial Analyst**

Aug 2013 – Present

- Maintain and reconcile the valuation of Partners Group's investors and investments
- Update system records with respect to net asset values, portfolio positions and investment income
- Support fund monitoring process
- Assist deal teams and reporting teams with investment information
- Liaise with different departments to ensure accurate and complete investment set up in the system
- Execute adjustments and restructurings of Partners Group's products

**Cityneon**  
**Finance and Accounting Department**  
**Professional Intern**

May 2012 – July 2012

- Performed account payable functions
- Casted draft audited financial statements for ACRA filing purpose
- Filed company statistics with Singapore Department of Statistics
- Validated tax figures on return for reporting purpose

**BNP Paribas**  
**Human Resources**  
**Professional Intern**

May 2011 – July 2011

- Extracted and organized different type of data into meaningful format for analytical purpose
- Ensured appropriate employment passes were applied or renewed for new hires and existing stays
- Conducted reference check for new hires and leavers

**Happy Jewelry Trading Manufacturing**  
**Part Time Accountant**

Mar 2010 – Aug 2010

- Handled bookkeeping and accounting duties
- Generated and issued work permits and shipment permits
- Built and managed the inventory tracking system

**Prudential Assurance Company**  
**Policy Service Department**  
**Professional Intern**

Sept 2009 – Nov 2009

- Analyzed reasons for discrepancies in fund units
- Calculated the fund units for system patching purpose
- Ratified statement of account to ensure accuracy

## **EDUCATION**

Bachelor of Business (Second Upper Honours)  
Banking and Finance Specialization  
**Nanyang Technological University, Singapore**

Aug 2010 – Jun 2013

Diploma in Business with Merit  
Banking and Finance Specialization  
**Temasak Polytechnic, Singapore**

Mar 2007 – Apr 2010

## **AWARDS & ACHIEVEMENTS**

- Completed Japanese Elementary Levels with Bunka Language Pte School (Mar 2013)
- Participated in the GEM Discoverer Study at Georgia Institute of Technology, United State (Jan 2012 – May 2012)
- Represented NTU in Singapore Business Case Competition 2011 (Semi-Finalist)
- Director's Honours List (2008 – 2010)
- BP International Mentoring and Tutoring Bronze Service Award (2009)
- Edusave Merit Bursary Award (2004,2006)
- Edusave Awards for Achievement, Good Leadership and Service (2002)