

Tan Liwei Grace

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EDUCATION

June 17 – July 17	King's College London (Summer exchange) <ul style="list-style-type: none">Human Anatomy and PhysiologyPass (expected)
Aug 13 – May 17	University of London (Singapore Institute of Management) <ul style="list-style-type: none">Bachelor of Science, Banking & FinanceSecond-upper Class Honors
Jan 11- Dec 12	Raffles Junior College <ul style="list-style-type: none">Awarded A' Level distinction in Economics
Jan 07 – Dec 10	Singapore Sports School <ul style="list-style-type: none">Awarded O' Level distinctions in Mathematics, Science, Humanities

EXPERIENCE

Jan 13 – June 13	SIMPLY CONNECT PTE LTD – Enterprise Solutions Sales Administrator <ul style="list-style-type: none">Process delivery orders and invoices on company's web-database (Netiquette) and check for data accuracyManage phone calls and correspondence (emails, letter, packages) and dealt with initial client enquiriesLiase with logistics department to ensure timely deliveriesCreate and update records and database with personnel, financial and other dataSupport the sales force with general operations
Oct 16 – Dec 16	PARTNERS GROUP PTE LTD – Private Market Investment Management Fund Administrator <ul style="list-style-type: none">Record transactions between investment vehicles, partnership and portfolio companies of the investments within the productsValuation on portfolio company level as received from partnerships are analyzed and input in the company's web-database (E-front)Conduct checks (reconciliations) to ensure correct valuations, compliance with existing procedures and correct exposures for the manifold reporting for demanding clienteleLiase with the General Partners with regards to queries on partnership reports and ensure the completeness of the reports upon receiving them

LEADERSHIP EXPERIENCE

Jan 15 – Dec 15

Singapore Institute of Management Bowling Team

Vice-Captain

- 2nd runners-up at annual Singapore University Games (SUNIG)
- Liase and getting approval from Sports Officer for funding of competitions
- Plan training schedule

Jan 12 – Dec 12

Raffles Junior College Bowling Team

Girls Vice-Captain

- Organise team bonding activities
- Liase with teacher-in-charge with regards to transportation, tournaments and general well-being of the team
- National Inter-School A Division Tenpin Bowling Championships Overall Schools
1st

SKILLS/OTHER INFORMATION

- Proficient in Microsoft Office
- Fluent in English and Mandarin (written and spoken)

AWARDS/SCHOLARSHIP

- Raffles Diploma with merit in Character and Leadership, Sports and Health
- Colours Award awarded in 2009, 2010, 2012
- EW Barker Scholarship awarded in 2011-2012