

SHEE ZHI XING

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WORK EXPERIENCE

Citco Fund Services (Singapore) Pte. Ltd., Fund Accountant

Feb. 2016 – Current

- Performance of the administration and services pursuant to the administration agreement of the funds
- Proficient with various incentive fee, management fee and administration fee computations and methods for Series, Limited Partnership, and Equalization funds in accordance to the legal documents
- Preparation and review of daily, weekly and monthly Net Asset Value calculation, financial statements, and associated reports in accordance to service level agreements
- Provision of cash, portfolio, and corporate actions reconciliation for funds
- Coaching of new hires in the team

FTC Corporate & Tax Advisory Pte. Ltd., Client Services Executive

Oct. 2015 – Jan. 2016

- Preparation of financial statements in accordance with Singapore Financial Reporting Standards
- Preparation and submission of XBRL and annual returns for ACRA filings
- Preparation and submission of corporate tax returns and provisional personal tax returns
- Payroll administration, including CPF related matters
- Website development and maintenance

LG Electronics Singapore Pte. Ltd., Accounts Associate

Nov. 2014 – Oct. 2015

- Processing of timely payments of company's expenses
- Provision of variance analysis of monthly and quarterly expenses
- Management of company's cash accounts with commercial banks
- Reconciliation of bank accounts daily to monitor all bank transactions
- Reporting of daily and monthly cash flow forecasts
- Generation of general ledgers and other reports
- Preparation of quarterly GST returns

EDUCATION

ACCA

2015 - Current

ACCA Qualification (Advanced Taxation, Advanced Financial Management)

CFA Institute

2016 – 2016

Investment Foundations Program

University of London

2012 – 2014

Bachelor in Accounting & Finance (Second Class Honours Upper Division)

Ngee Ann Polytechnic

2007 – 2010

Diploma in Business Studies

ADDITIONAL INFORMATION

Nationality: Singaporean

Language Proficiency: English, Mandarin Chinese

Achievements:

- Awards for Citco Excellence in Citco Fund Services
- Commanding Officer Choice and Best Commander for National Service
- Represented Ngee Ann Polytechnic in 8th SGDF Dancesport Nationals and IVP Track and Field Meet
- Coordinated an outreach programme between Ngee Ann Polytechnic and Wildlife Reserves Singapore
- Management committee of Environmental Rangers Society and Kung Fu Club in Ngee Ann Polytechnic
- Organising committee and Student Coordinator in various events in Singapore Institute of Management and Ngee Ann Polytechnic