

CASLIN LEE MINQI

Address Blk 704 Choa Chu Kang St 53 #05-82 S(680704)

Mobile +65 8282 2681 | Email caslinleemq@gmail.com

EDUCATION

Aug 2011 - July 2014	National University of Singapore Bachelor of Business Administration Finance Major	Singapore
Jan 2013 - Jun 2013	Central University of Finance and Economics Student Exchange Program	China, Beijing
April 2008 - May 2011	Nanyang Polytechnic Diploma of Banking and Financial Services with Merit Top 5% of Cohort for 5 semesters	Singapore

PROFESSIONAL EXPERIENCE

July 2014 - Present	Northern Trust Client Services Analyst, Valuations Reporting Division <ul style="list-style-type: none">Evaluate valuation for client's portfolio (AUM \$135 Billion)Perform daily/monthly audit on portfolio (Building/Education/Health Sector)Analyze rate of return on portfolio, research on variances, deliver investment portfolio and hedging report within a 3-hour deadlineImplement improvements on daily/monthly procedures, reducing redundant processes and formulating new checks to cover a more comprehensive work processPlayed key role in transitioning processes to Bangalore Office, shifting from process-focused to client-focused, improving Singapore team efficiency by 20%Received recognition for Year End audit on Private Equity portion	Singapore
Dec 2014 - Jan 2014	Millward Brown Qualitative Research Intern, Firefly Division <ul style="list-style-type: none">Performed research analysis for Fast-Moving Consumer Goods (FMCG) clientsIdentified key points from Focus Group Discussions, transformed raw data into insightful analysis and developed recommendationsAssisted in ad hoc duties such as drafting proposals and designing presentationsReceived client's recognition for completing a report and presentation independently	China, Shanghai
Feb 2010 - April 2010	Citibank N.A. Fund Administration Intern, Hedge Fund Department <ul style="list-style-type: none">Accomplished financial analysis with respect to Net Asset Value (NAV), bond yield calculations and performed daily reconciliationAssisted in preparation of investors' statements, oversee process of AML of clients	Singapore
June 2009 - August 2009	United Overseas Bank Remittance Intern, Telegraphic Transfer Division <ul style="list-style-type: none">Managed customers' enquiries relating to Telegraphic Transfer, achieved approximately 80 calls per day	Singapore

ADDITIONAL INFORMATION

Fluent in English and Mandarin (Written and Spoken)

Proficiency in Microsoft (Excel, Word, PowerPoint), SQL and Bloomberg

Currently taking a course on Business Mandarin for Banking Professional