

# EDDIE LIN WENWEI

Hougang St 51 Blk 552 #04-294 S(530552) | S8931578F | 14<sup>th</sup> Sept 1989  
Eddie\_lin@ymail.com | 93372933

**SKILLS & ABILITIES** | Proficient with MS Words, Excel, PowerPoint,

Basic command of CProgramming, Java, HTML, Adobe Photoshop

## **EXPERIENCE** | **FUND ACCOUNTANT CITCO FUND SERVICES**

JUN 2016-PRESENT

Participated in new fund onboarding process. Created and updated Standard Operating Procedures. Cross trained and mentored new foreign team. Price verification of listed securities on held on fund's portfolio. Cash reconciliations according to various broker statements. Created macros and templates (using SUMIFS, VLOOKUPS, PIVOT Table) for simplifying process for routine work. Communicated with Brokers and Clients for Status updates. Clients includes GOLDMANSACS, Kuviri Partners, MARSHALLWACE, SOROS and Willowbridge.

## **LIFE PLANNER GREAT EASTERN LIFE PTE LTD**

AUG 2013-MAY 2016

Acting as the bridge to fill up financial gaps via Needs based Analysis for individuals. Provided solutions for risk management for business owners via commercial insurance.

## **ADMIN ASSISTANT / OPERATIONS STELOP PTE LTD**

JUL 2012-AUG 2012

Data Entry, Using SAP system for BOM & Data Entry, Keeping track of Inventory levels through Excel, Updating of Completed Projects through Excel & SAP, Sourcing of materials from suppliers, Negotiation with Suppliers, Autonomy of purchases less than \$1000, Ad Hoc duties

## **ADMIN ASSISTANT / LOCAL OUTBOUND ZUELLIG PHARMA**

JUN 2012-JULY 2012

Data Entry & Sorting, Re-arranging data bank, Ad Hoc duties

## **ADMIN ASSISTANT / FOOD SAFETY LAB HEALTH SCIENCE AUTHORITY**

MAR 2009-AUG 2009

Data Entry & Sorting, Re-organizing storages, Ad Hoc duties

## **ADMIN ASSISTANT / DPS CENTRAL PROVIDENT FUND BOARD**

SEP 2007-OCT 2007

Data Entry & Sorting, Re-organizing storages & Data Bank, Follow up on enquires via Email, Ad Hoc duties

## **CUSTOMER SERVICE OFFICER LOYAL MAID AGENCY**

MAR 2007-APR 2007

Matching Customers Preferences with Domestic Helper's Data, Processing related documents, Pre-sales to Post sales support, Working Independently at Branch office

## **SALES EXECUTIVE TRAMAX MARKETING**

DEC 2005-MAR 2006

Sales pitching of various merchandise directly to end consumers, Trains and motivates newcomers in the company. Promoted to Sales Leader in a short time frame of 1 month.

## **EDUCATION** | **SINGAPORE COLLEGE OF INSURANCE, SCI**

M5,M9, M9A, HEALTH INSURANCE, M8, BASIC INSURANCE CONCEPTS & PRINCIPLES, PERSONAL GENERAL INSURANCE, COMMERCIAL GENERAL INSURANCE

**UNIVERSITY OF LONDON, SIM (2011 – 2014)**

BSC BANKING & FINANCE

Introduction to Economics, Introduction to Business Management, Principles of Banking & Finance, Financial Intermediation, Principles of Accounting, Management Accounting, Management Science Methods, Maths1, Stats1, Investment Management, Corporate Finance, Microeconomics, Valuation & Security Analysis

**TEMASEK POLYTECHNIC, SINGAPORE (2006 – 2009)**

DIPLOMA IN BIOMEDICAL INFOMATICS & ENGINEERING

GPA 3.13, Awarded Best Student for subject "Medical Imaging & Visualization" by United BMEC.

**BOWEN SECONDARY SCHOOL, SINGAPORE (2002-2005)**

GCE O LEVELS

English, Chinese, Emaths, Amaths, Combined Humanities(Geography, Social Studies) , Combined Science (Phy/Chem), Literature, Food & Nutrition.

**CCA | AIESEC in SIM**

**(Business Development Executive & External Relations for ASYD 2012)**

Planning, Sales direction setting, Leads farming, Development of Sales Presentation kit. Seeking of merchandise sponsors & Speakers. Spear headed Delegates servicing for ASYD 2012.

**Overseas community project**

**(Sol4r, Hope village @ Prey Veng 2008)**

Welfare 2IC, Pre trip preparation including welfare for a team of 20. Working with Logistics IC to ensure baggage efficiency

**LEADERSHIP |** Led a team of 5 in during Army for Peacetime roles in Signals Formation. Jobs include, Preparation and Maintenance of equipment, Liaising with externals for various projects.

**INTEREST |** Trading CFD since 2011, focusing in major forex pairs. Doing fundamental analysis on SGX listed companies to find under-valued companies.