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| **Personal Particulars** |

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| **NRIC** | S9109556D | E:\ASHLEY\Documents\Pictures\AXA colleagues\GALLOP STABLES & icecream with Deniece\IMG-20140609-WA0062.jpg |
| **Date of Birth** | 9th March 1991 |
| **Gender** | Female |
| **Race** | Chinese |
| **Marital Status** | Single |
| **Nationality** | Singaporean |

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| **Address** | Blk 550 #08-39 Serangoon North Ave 3 Singapore(550550) |
| **Contact** | 64846426(H) 91443853 (HP) |
| **Email Address** | [ashley\_0839@hotmail.com](mailto:ashley_0839@hotmail.com) |

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| **Education** |

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| **August 2011 – May 2015**  **April 2008 to May 2011** | **Singapore institute of Management (SIM)**  Obtained UOL Degree in Banking and Finance (Second Class Honours, Lower Division)  **Nanyang Polytechnic (NYP)**  Obtained Diploma in Business Informatics |
| **Jan 2004 to Dec 2007** | **Pei Cai Secondary School**  Obtained GCE ‘O’ level in English, Chinese, Mathematics, Biology, Additional Mathematics, Combined Humanities, Science (Physical/Chemistry). |
| **Jan 1998 to Dec 2003** | **Serangoon Garden South Primary School**  Obtained Primary School Leaving Examination Cert. |

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| **Project Experiences** |

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| **HTML** | **Webpage about myself** designed using HTML codes |
| **Object Oriented Analysis and Design Project** | **Website**  OO design using Eclipse |
| **E-commerce Project**  **Innovation IT Project** | **Fashion Retail System** using Visual Studio 2005.Create, Delete, Edit and Retrieve the customer’s page and Business to Customer linkage.  **Fashion Retail System** using Visual Studio 2005.Create, Delete, Edit and Retrieve the customer’s page and Business to Business linkage of supplier and Staff. |
| **Financial Project** | Finding about a particular company about the assets and income on it. |
| **Marketing Project** | Researching on particular product and focusing on selling it. |

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| **Communication Skill** |

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| Fluent in spoken and written English  Fluent in spoken and written Chinese. |

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| Work Experiences |

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| **September 2015 - Current**  **September 2014 – October 2014**  **July 2014 – August 2014**  **July 2013 – September 2013** | **Permanent Fund Accountant, Bank of New York Mellon**   * Handles various complex funds in the team containing bonds, equities, swaps, collaterals and futures * Prepare accurate and timely review of NAVs across all funds types, in accordance with industry and client standards * Preparation of financial accounts on a timely basis for clients and auditors * Using of Bloomberg and Interactive Data platform to learn more about characteristics of securities and resolve accounting breaks, discrepancies, checking of prices and checking of corporate action * Handling of Feeder Fund trade orders and payment, which is used real time FX rates for placement of trades * Preparation of month end reporting and reconciliation with Fund managers * Participate in UAT testing to streamline processing to improve client data * Handle and solve queries raised by clients in a timely manner * Able to work with a tight deadline to be able to meet the requirements of the client   **Temp Admin Staff (MR Department), Singapore Business Federation**   * Creating and updating the client’s information on their online database system * Data entry of rejected letters that were sent by Singapore Business Federation * Answering enquiries from clients regarding the events that are held by Singapore Business Federation * Setting up of events at conventions halls for the participants   **Contract Bank Staff (CAD Department), CIMB Bank**   * Under a project group that is responsible for transferring customer’s data to an integrated system online * Using Oracle system to transfer all the files and data to the company’s data base for the integrated system. * Validation of documents submitted by the customer. * Data entry and basic admin duties   **Temp Admin (POS Life/Claims Department), AXA insurance Singapore**   * Sorting of printed letters (Policy top up, fund investment option switching, partial withdrawal, surrender, policy anniversary statement, etc.)   + Letters are distributed to the respective people for processing or send out to the customers * Preparation of manual letter (AXA dimension)   + Letters are to be manually typed out and sort accordingly to Giro or cash and sent out to the customers * Sending various cheques using the RLS system * Issuing various types of cheques   + Partial withdrawal and surrender     - Sort into CPF and Cheque     - Use RLS system to check for the correct amount     - Must be approved by approving officer before issuing   + Claims     - Issue cheques based on the worksheet received and settlement letter * LRO (Transfer of Life assured from mother to child using the RLS system)   + I will use the WFI system to extract the cases that indicates LRO   + I will process the case using the RLS system   + Generate the BI (Benefit illustration) using an application   + Prepare the manual letter to be send to the advisor and customer * Unmatched ATP listing (twice a month)   + Beginning and middle of the month there will be an auto Giro deduction, therefore a refund (issuing cheque) is made to the customer * Claims (Prime, Premier, death, mumcare, etc.)   + Sorting documents in the claims tray   + Send email upon receiving worksheets or claim forms to the respective people to prepare the letters (settlement, requirement, payment)   + Issue cheque based on the settlement letter and worksheet   + Sending out the cheque to the customers using the RLS system   + Updating the claim forms based on the worksheets using the RLS system |
| **May End 2012 – September 2012** | **Temp Admin, SingTel telecommunications LTD**   * Preparation of meeting rooms for the different levels of the building   + Filling up of drinks and making sure the meeting rooms are neat and tidy * Incoming mail   + Sort out the mails and pass them to the respective people   + There will be cheques(Non-landed property, Demolition and Diversion) and Works Orders (PUB, LTA, MOE) * Answering calls from the different vendors regarding their enquiries * Replying emails from the various vendors and assisting them in the amendments that need to be made with the various SOs. * Creating Service Order(SO) using the SAP system   + Using the NGIS and the EIE website provided by the company I will use the websites to extract the new SOs and process them using the SAP system   + Creating SOs for the varies vendors of SingTel   + The vendors provide Fiber cables for SingTel with the respective drawings * Checking of the budget and extracting of data for the different vendors using the SAP system * Processing the cheques and Works Orders   + Posting out the cheques after the processing is done * Filling of the amendments and processing of the SOs |
| **August 2011** | **Temp Admin, Great Eastern**   * Keying in Customer’s policy using the company’s system. * Basic Admin duties such as printing and sorting of policies of the various customers. |
| **June 2011 – July 2011** | **Temp Admin(Finance and Accounts Department), Citic Telecom International (SEA) Pte Ltd**   * Keying in AP & AR using Oracle. * Basic admin duties such as filing and sorting of documents, mailing out letters to the billing companies * Call testing |
| **March 2011 – May 2011** | **Retail advisor, River island**   * Customer service, attending to the customers and helping to maintain the tidiness of the shop. |
| **September 2010 – October 2010** | **Temporary Admin, Starhub Private Limited**   * Data entry of the various plans that are provided by Starhub. (Trainings were provided to get ourselves to familiarize with the system.) |
| **March 2010 – May 2010 (Internship)** | **Bank officer, OCBC(Finance and advisory department)**   * Processing payments and invoices for the company * Filing of documents, scanning * Calling and answering phone calls from different departments * Typing emails to companies and different departments for confirmation * Data entry using excel |
| **October 2008** | **Temporary Worker , Singapore Examination and Assessment Board (SEAB)**   * Packing Examination Answer Script into envelops * Guided the students to the right examination rooms for their listening exams |