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| |  | | --- | | SkillsPossess strong and practical knowledge of financial instruments in Hedge and Mutual Fund. Good understanding of end to end process of Fund Accounting. Operates with a sense of urgency and thrives in a fast-paced setting. | | ExperienceSenior Fund Accountant | The Bank of New York Mellon | May 2014 - Present Reviewing of daily fund NAVs and monthly P&L reporting. Manages account allocation to ensure daily smooth operation in meeting deadlines. Spearheading in-house system enhancements to enrich client user experience in our data reporting and to streamline work processes. Assist in onboarding of funds and transition. Received ‘Bravo’ award for performance excellence and for successful fund transition. Operation Analyst | Citco Fund Services Singapore | Jan 2013 – May 2014 Production of daily operational deliverables in line with client/other Citco Offices service level agreements. Prepare daily trades, position, cash and dividend reconciliation. Break resolution for all open items with the brokers or clients. Constantly undergoes in-house training on financial products and in-house system, Training underwent includes futures, equity swaps, forwards, options, credit default swaps. | | |  | | --- | | ObjectiveDetail and number oriented analyst who performs diligently, meet tight deadlines and deliver superior performance. Seeks to leverage on my technical and professional expertise for a back to middle office role in the finance industry. | | |  |  |  | | --- | --- | --- | |  |  | | | tanmingming@hotmail.com | 9272-2997 | | | References:Mrs Yong Hui YunTeam LeaderThe Bank of New York97666817 | | Mr Lee Chee MengSupervisorCitco Fund Services98284684 | |  |  | | | | EducationBachelor of Science in Economics and Finance | 2012 | University of London, SingaporeFirst Class Honours: Distinction in Mathematics, Statistics, Quantitative Finance, Econometric, Monetary Economics and Managerial Economics Recipient of Gold Award for Outstanding Academic Achievements | |