**Amanda Lee Qi Fang**

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**WORK EXPERIENCE**

**Citco Fund Services (Singapore) Pte Ltd** July 2016 – Present

*Fund Accountant*

* Performs daily Net Asset Value (NAV) calculations for funds and prepares associated reports
* Ensures that securities are priced correctly against multiple data vendors
* Investigates and escalates material changes to NAV production
* Performs daily interest accruals and reversals of funds
* Ensures timely booking of accrual / pre-payment accounts for final NAV packs
* Calculates asset-based fees (Management/Performance & Administration etc.)

**Citco Fund Services (Singapore) Pte Ltd** February 2015 – June 2016

*Operations Analyst*

* Performed daily cash and positions reconciliations for client reporting
* Assessed breaks analytically by references to Bloomberg and trade files for an unbiased evaluation
* Liaised with brokers and clients on break resolutions with supporting documents
* Booked daily trade and non-trade activities
* Ensured new accounts were captured in a timely manner to present accurate reconciliations
* Reviewed reconciliations and provided feedback for consistent representation of work
* Performed monthly dividend reconciliation to capture quantitative payout discrepancies in advance

**Sarika Connoisseur Café Pte Ltd, Singapore** March 2013 – July 2014

*HR Data Admin Assistant*

* Inputted employees’ information into centralized HR database to ensure proper flow of essential particulars
* Balanced payroll accounts in Time Attendance System by resolving payroll discrepancies
* Calculation of overtime hours during both peak and non- peak working days
* Collated and organized documentations needed for filing of employees’ record
* Handled phone call complaints and quickly expedited it to relevant departments
* Provided payroll information by answering employees’ questions and requests
* Assisted in the planning and coordination of new employees’ orientation and training related arrangements

**ACADEMIC QUALIFICATIONS**

**RMIT University, Singapore Institute of Management (SIM)** July 2013 – November 2014

*Bachelor of Business (Economics and Finance)*

**Ngee Ann Polytechnic (NP)**  April 2010 – May 2013 *Diploma in Business Information Technology*

**OTHER ACTIVITIES & LEADERSHIP EXPERIENCE**

**Ngee Ann Polytechnic Primers** 2012

*Sub-committee Member*

* Awarded silver award for co-curriculum activities for active involvement and contribution to local community service
* Led the planning, coordination and execution of Boys’ Brigade Sharity Gift Box with other committee members
* Oversaw all aspects of the event which included external collection and publicity, internal collection and delivery to attain event’s success

**Young Entrepreneur Club, Bukit Merah Secondary School** 2008 – 2009

*Chairman*

* Received Eagles Award for active involvement and outstanding achievements in co-curriculum activities
* Awarded 2nd Prize at Civil Service Club Young Entrepreneurship Challenge
* Tasked with overseeing the finance, operations and training programs for a student-run cafe
* Monitored team members’ participation and promoted team bonding and spirit

**SKILLS & CERTIFICATIONS**

* **Languages:** English and Mandarin (Fluent)
* **Skills:** Proficient in the use of the MS office suite and Bloomberg
* **Certifications:** Passed CFA Level 1 Examination (December 2016)