**ISA RAZALEIGH BIN ITHNIN (19 November 1989)**

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**OBJECTIVE**: Seeking challenging opportunities within a Financial Institution particularly in Banking Operations and Risk Management. A candidate for FRM and CFA.

**RELEVANT WORK EXPERIENCE & KNOWLEDGE**

**[Dec 2015 – Current] Fund Accountant & Investors Relations, CITCO Fund Services**

* Process trade bookings (subscriptions, redemptions, switch and transfers) for hedge funds.
* Generate investment reports and statements for investors and investment manager.
* Produce daily NAV (full e-Binder including daily P&L, cash reconciliations and Balance Sheet) for funds dealing with FX, Futures, Options, Swaps and other OTC products.

**[Jul 2014 – May 2015] Finance & Operations Officer, Pure Senses Pte Ltd**

* Identified gaps and potential problems/risks between ERP software capabilities and business requirements.
* Daily reconciliation of Financial Accounts, Warehouse Management, Membership Database and Payroll.
* Performed UAT and facilitated training before implementation of ERP systems for front-line end users.

**[Jan 2013 – Jun 2014] Finance Manager, AIESEC Singapore**

* Introduced Finance Compendium (risk and controls) for the organization prior to Finance Decentralization.
* Custodian of cash (Payables and Receivables) of the non-for-profit organization.
* Achieved 2 unqualified audit in FY13 and FY14.

**EDUCATION & PROFESSIONAL QUALIFICATIONS**

Oct 2015 – Nov 2015 Investment Banking Training from Finance International Institute

Aug 2015 – Sep 2015 Passed CMFAS M5, M9 & M9A from Singapore College of Insurance

Aug 2011 – May 2013 BSc in Economics and Finance (Honors) from University of London (LSE)

Aug 2010 – May 2011 Diploma in Economics (Merit) from University of London (LSE)

**TECHNICAL SKILLS**

**Reconciliation Tools:** AEXEO, ART, LENS and AXI used in CITCO Fund Services.

**Excel Skills**: Certified Advanced user by OAKS Training.

* Used Pivot Tables and Graph Analysis for management reporting.
* Used VlookUp, Advanced Filtering, Data Validation, Remove Duplicates for data cleansing and reconciliations.
* Used various financial functions for financial modelling, financial statement analysis and audit.

**Macro/VBA Skills:** Certified Expert by Intellisoft Systems

* Used VBA to produce daily sales reports and calculate monthly commission for employees.

**PowerPoint Skills:** Created presentation of Financial Statements to members/shareholders in AGM.

**Word Skills:** Drafted multiple contracts on various occasions. (Employment contract, Forms, Letter of Credit etc.)

**Access Skills:** Maintained membership database and raise queries for analysis purposes.

**PROFESSIONAL & LEADERSHIP HIGHLIGHTS**

**[Jul 2014 – May 2015] Finance & Operations Officer, Pure Senses Pte Ltd**

* Administered openings of 3 new stores within 2 months before Christmas, beating FY14 Sales Target by 40%.
* Increased Month-on-Month Sales by 33% by changing Procurement Strategy and Promotion Mechanics.
* Executed expansion plans by facilitating ERP implementation and supporting entry to Malaysia market.

**[Jan 2013 – Jun 2014] Conference & Finance Manager, AIESEC Singapore (Elected)**

* Improved accountability and efficiency of the finances of the not-for-profit organization by decentralizing finance management to 5 separate entities, also leading to more effective investments for organizational growth.
* Increased revenue by 18.1% by changing pricing structure of youth leadership development programs.
* Led and facilitated multiple finance trainings and youth leadership conferences locally and in Malaysia, Hong Kong, Philippines and Thailand.
* Organize and manage National Leadership Development Conference (Singapore) 2013 & Youth Leadership Summit (Asia Pacific) 2013.