  **Jencus Lin Zhe Xuan**

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An enthusiastic and talented individual with a keen eye for details and a flair for numbers. Jencus is capable of working within a fast paced & challenging environment, has the ability to apply his accounting and financial knowledge and experiences to a diverse range of financial issues.

On a personal note he prides himself on being adaptive, professional, proactive and is committed to help businesses grow through the effective management of their accounts in a timely manner. Right now he would like to work for a company that rewards hard work and commitment.

**S**kills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Driving License: Class 3  Language proficiency:  Fluent in English and Mandarin  Photography - Landscape, Portraits, Products and Interiors | Software proficiency:  Microsoft Excel, Microsoft Words, AExeo, Aexeo Investor, TT Trading platform, CQG Trading platform, Adobe Lightroom, Adobe Photoshop and GIMP. |

**W**ork History\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Fund Accountant**  Citco Fund Services (Singapore) Pte Ltd | **Mar 2015 to Feb 2017** |

RESPONSIBILITIES:

- Prepare Estimate and Final Net Asset Values (NAVs) packs for assigned funds, including month end balance sheet reconciliation (“ME pack”) fully supported with source documentation.

- Maintain the general ledger, various sub-ledgers, income and expense accruals and schedules. As well as providing insightful commentary for balance sheet and P&L movements.

- Perform and review cash, portfolio, investment manager reconciliations.

- Perform and review product pricing, including price verification analysis and external verification.

- Process and maintain capital activities, including master feeder fund structures.

- Perform asset based fee calculations and bookings such as management fee, incentive fee, guarantee performance fee, etc.

- Manage and monitor the timing and quality of client deliverables (SLAs) and liaise with Investment Managers, Middle Office, Local Office personnels on relevant deliverable issues.

Reason For Leaving: Seeking better career prospects and advancement opportunities. Prepare ACCA last paper.

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| **Proprietary Trader/ Team Leader**  United Alliance Capital Pte Ltd, Singapore | **Jul 2014 to Mar 2015** |

RESPONSIBILITIES:

- Take the lead role in Trading Strategy Team in research, development and operation of manual/ semi-automated trading strategies that involves directional trades, spreads, option and hedging in futures, forex and treasuries products.

- Take the lead role in Algorithmic Trading Team in research, development and operation of automated trading systems that involves system design, coding, backtesting, execution and troubleshooting in futures and forex products.

- Engage, educate, and lead team members with appropriate training in their respective roles and trading systems development for TT and CQG Trading platforms.

- Set and develop the company’s reporting formats, standard operational procedures and risk parameters.

- Maintain the accounts of respective teams’ trades and conduct performance & slippage analysis.

Reason For Leaving: Company’s going concern issues. Seeking a more stable job.

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| **Proprietary Trader/ Director**  United Alliance System Pte Ltd, Singapore | **Mar 2013 to Jul 2014** |

RESPONSIBILITIES:

- Take the lead role in research, development and operation of manual/ semi-automated trading strategies that involves directional trades, spreads, option and hedging in futures, forex and treasuries products.

- Take the lead role in research, development and operation of automated trading systems that involves system design, coding, backtesting, execution and troubleshooting in futures and forex products.

- Engage, educate, and lead team members with appropriate training in their respective roles and trading systems development for TT Trading platforms.

- Set and develop the company’s reporting formats, standard operational procedures and risk parameters.

- Maintain the accounts of company’s trades and conduct performance & slippage analysis.

Reason For Leaving: Company closed. Parent company (United Alliance Capital Pte Ltd) going concern issues, in need to consolidate equities.

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| **Proprietary Trader**  United Alliance Capital Pte Ltd, Singapore | **Mar 2010 to Mar 2013** |

RESPONSIBILITIES:

- Research, development and operation of manual/ semi-automated trading strategies that involves directional trades and spreads in futures and forex products.

Reason For Leaving: Transfer to new company (United Alliance System Pte Ltd)

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| **Tax Agent**  TS Tay PAC, Singapore | **Mar 2008 to Mar 2010** |

RESPONSIBILITIES:

- Manage, collating information, preparing and submitting compliance (tax) returns by the deadline for a profile of 100+ corporate companies and 50+ individual clients.

- Carrying out detailed computations to calculate tax liability and advising on how to minimise a client's liability;Liaising and negotiating with IRAS (Singapore tax authority) on behalf of the client.

- Performs tax reviews for firm’s auditors’ workings.

- Miscellaneous assignments on GST registration and reporting.

Reason For Leaving: Received invitation for apprenticeship in Proprietary Trading.

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| **Police Officer/ Staff Sergeant**  Singapore Police Force/ Central Police Division, Singapore | **Aug 2000 to Mar 2008** |

RESPONSIBILITIES:

- Conduct police investigations, incident management, apprehension of law-violators in accordance to Singapore Penal Code.

Secondary duties:

Group Leader – Management of a group of officers within the team and perform covering Deputy Team Leader/Team Leader duties in their absences.

WITS Leader – Lead the team in crafting of WITS projects and participation in divisional annual WITS conventions (Awards: Bronze '05, Silver'06, Silver'07).

Team Treasurer – Management of team fund for team functions and departmental events.

Field Training Officer – Mentoring and coaching new patrol officers in their development and operational readiness.

Police Liaison Officer – Foster community partnership with Grassroots leaders and members via meetings, joint events and crafting of CSSP projects.

Divisional Tactic Team – Member of the divisional team for passive resistance and counter-riot tactic deployments.

Reason For Leaving: Pre-planned ventures into private sectors.

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| **IT Administrator - Temp**  The Polyolefin Company (Singapore) Pte Ltd), Singapore | **Jun 2000 to Aug 2000** |

RESPONSIBILITIES:

- IT Help desk functionality to provide technical support, troubleshoot and maintenance of PC hardware and equipments.

- Conduct daily system backup for various departments and ad-hoc duties within the IT department.

Reason For Leaving: Enlistment.

**E**ducation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **ACCA** - *Accounting, Finance, Taxation, Audit*  Association of Chartered Certified Accountants, United Kingdom  Level III - completed 13/14 of the papers | Graduation Year: 2017 |

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| **CFA Institute Investment Foundations Program** - *Finance, Ethics, Investment Roles*  CFA Institute | Graduation Year: 2015 |

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| **Diploma in Computer Engineering** - *Computer Science, Networking, Programming*  Temasek Polytechnic, Singapore | Graduation Year: 2000 |