**JONATHAN YEO SI JIE**

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**EXECUTIVE SUMMARY**

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| Fund accountant with 1.5 years of experience in analyzing and preparing financials, performing reconciliations, executing P&L and control checks within tight deadlines.  Recognized for outstanding performance and strong teamwork.  Optimized processes through developing templates and control checks.  Strong problem-solving skills exhibited through prompt and accurate break resolutions.  Fostered strong relationships with fund stakeholders through excellent communication skills. |

**PERSONAL ATTRIBUTES**

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| Strong leadership skills  Quick-thinker | Meticulous & Responsible  Systematic & Analytical |

**SKILLS**

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| Program Proficiency   * Microsoft Excel, Word, PowerPoint, Outlook, Bloomberg terminal usage * Accounting software such as: Mind Your Own Business, ACCPAC and Quikbooks   Language Proficiency & Certifications   * English, Chinese and Japanese (JLPT N3) * CFA Investment Foundations (Formerly known as Claritas) |

**EMPLOYMENT HISTORY**

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| **Fund Accountant at Citco Fund Services (Singapore) Pte Ltd (May 2016 – Present)**   * Prepared daily, weekly and monthly Net Asset Value calculations and financial statements for 15 funds independently within tight deadlines. * Analyzed and subsequently optimized work processes for reporting efficiency and accuracy. Error-free reports were completed before deadlines. * Adopted a collaborative approach to working with diverse and multi-cultural teams. Facilitated smooth migration to Mumbai office by training 5 personnel to perform, troubleshoot and understand client financials. * Created loaders and templates across multiple funds to manage and process large data sets, increasing accuracy and efficiency. * Efficiently addressed audit queries and completed year-end audit for multiple funds. * Actively resolved discrepancies while preparing cash, portfolio and capital reconciliations. * Developed and maintained positive relationships with investors, investment advisors, managers and other fund participants. * Received the ‘ACE’ award for my exceptional performance and teamwork. |
| **Partnership Distribution Reporting Analyst at AIA (Oct 2015 – April 2016)**   * Identified areas for improvement and developed new Standard Operating Procedures (SOPs) to optimize work processes for reporting efficiency and accuracy. Reports were generated within 2 hours, a reduction in completion time by 3 hours. * Meticulously performed detailed daily/weekly reporting with analyzed data for more than 30 financial institutions. Reports are generated with minimal errors, achieving high client satisfaction rate. * Developed templates and macros to increase proficiency in commission reporting. Achieved zero operational incidences as partner payments were accurately and effectively expedited. * Clients' queries were addressed successfully by analyzing the data entry system and consequently providing creative solutions through top-down problem solving. * Reduced system errors through manual intervention. Accurate commission rates were generated, leading to positive partner relations. * Nominated to perform thorough quality checks for a new project which expedites quotation processing. |
| **KP Ho & Associates** Intern (Mar – Aug 2010)  Part-time Auditor (Aug 2010 – Oct 2010)   * Successfully conducted audits for 10 different companies (SMEs). * Successfully closed year-end accounts for 15 companies (SMEs). * Performed GST computation and reconciliation. * Handled General Ledger, Accounts Receivables and Accounts Payable (local and overseas). * Ensured that companies’ financial statements were presented in accordance with Singapore FRS. * Utilized Quikbooks accounting software and Microsoft Excel extensively. * Created Excel templates which eased voluminous data recording. * Effectively met clients' expectations and needs while complying with relevant accounting standards. * Received excellent feedback on work performance and was offered an extension of employment. |

**EDUCATION**

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| **Bsc Accounting and Finance** University of London**,** Singapore Institute of Management(2013 – 2015)   * 2nd class lower honours * 4 modules were exempted based on my SIM entry assessment results. |
| **Diploma in Accountancy**  Ngee Ann Polytechnic (2008 – 2011)   * Cumulative GPA of 3.18/4 * Chosen for Shanghai Overseas Immersion Programme in 2009. * Spearheaded a successful donation drive for ‘Centre for Promoting Alternatives to Violence’ (PAVE) * Raised more than $1,000 within 3 days. * Student Coordinator of BA Society * Successfully executed activities for 30 new students in an annual 3-day School of Business & Accountancy Orientation in 2009. |

**REFERENCES**

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| Li Yuan | Samantha Chong Pei Ling |