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| **Name** | **Kelly Low Ying Wei** |
| **Gender** | Female |
| **Age** | 28 |
| **Nationality** | Malaysia |
| **Contact** | +65 9328 2663  yw\_925@hotmail.com (Email) |
| **Expected Salary** | S$ 5,800 – S$6,800 per month |
| **Employment notice** | 1 month |
| **Other** | Singapore Permanent Residence |
| **Profile** | * 6 years experience fund accountant, with a comprehensive knowledge and understanding of fund accounting practices. * Recognized skills in implementing innovative accounting practices to improve efficiency, and in leading team projects. A rapid learner and adapts rapidly as well to changing situations. * Ability to meet tight deadlines, ability to work under pressure, prioritizes, keep attention to detail and understand client requirements. * Communicates information in a positive, compelling and inspiring manner that helps others to understand key business decisions and take action. * Able to work with all members regarding production issues to resolve problems. * Presently seeking for unique opportunity in a position with new development opportunities. |
| **Key Strengths/**  **Achievements** | * Liaised with business support team/managers/senior managers and provide the job training with attainment of understanding job requirements. Involved in training program across the countries and projects such as funds migration * Proactively cross train and oversee development of all team members to ensure team has sufficient coverage of all work. Offered guidance and support to colleagues. * Expresses positive attitude and embraces change. Remains calm and composed under pressure. Responds quickly to new instructions, situations, methods, and procedures. * Keeps documents organized, continuously examines administrative effectiveness and seeks better procedures. Develops continuous improvement methods on reconciliation process * Effectively manages communication at all levels * Awards For Citco Excellence (Oct 2016) in Citco Fund Services Singapore * Best Fund Accountant (Q2 2013 – Q1 2014) in Royal Bank of Canada Investor & Treasury Services (Malaysia) Sdn. Bhd. |
| **Education** | 2008 – 2011: Universiti Tunku Abdul Rahman (UTAR), Malaysia  Bachelor's Degree (major: Finance) |
| **Work Experience** | Citco Fund Services (Singapore) Pte Ltd (Oct 2015 – present)  *Senior Fund Accountant*   * Prepare of NAV calculations, financial statements, daily & monthly reconciliations for hedge funds (USA, UK, Luxembourg and Ireland region clients) within deadlines. * Maintain day-to-day relationships with investors, investment advisros/managers, banks, brokers, auditors and other fund participants. * Take charge in team’s task allocation. * Coach and train team members. * Involve in handling the project such as funds migration.   Citibank N.A. Singapore (July 2014 – Sep 2015)  *Assistant Manager, Operations Analyst*   * Responsible for preparation of NAV, unit pricing and periodic reporting for managed portfolio to Asia Pacific region clients. * Involve in preparing and review cash bank, securities, corporate action and other investment reconciliations. * Handle and communicate effectively with clients, handle client and auditor requests, and manage client deliverables. * Prepare preliminary income distribution statement and financial statement for client. * Involve in handling the project such as funds migration related trainings across the countries.   Royal Bank of Canada Investor & Treasury Services (Malaysia) Sdn. Bhd. (July 2011 – July 2014)  *Fund Accountant*   * Responsible in the production of net asset value for the fund range Luxembourg region clients. * Involve in ensuring cash and portfolio reconciliation that exposed to fixed income, equities, forwards, income and expenses accruals are completed, outstanding items investigated and cleared in a timely manner. * Review source documentation/accounting reports to trial balance for accuracy. * Communicated and resolved with the custodians, clients and other departments to obtain important information as required. |
| **Languages** | Spoken: English, Chinese, Cantonese, Malay  Written: English, Chinese, Malay |
| **Skills** | Computer Skill : Multifonds System (Fund accounting system) , Microsoft Office, Basic in Excel with *Visual Basic Application*  Finance Tool : Bloomberg – basic search |