**Personal Particulars**

Name: Nicholas Yuen Zheng Wei

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Email: [nyuenzw@gmail.com](mailto:nyuenzw@gmail.com)

Birth Date: 3rd November 1989

Nationality: Singaporean

Race: Chinese

Address: Blk 125, Bukit Merah View #09-390 (S)151125

**Professional Summary**

Diligent Fund Accountant who is seeking a position where previously acquired skills and related experience can be applied. Proficient at meeting deadlines communicating with principals and making quick decisions on resolving complicated issues. Committed to adhering to industry regulations while dutifully carrying out requested actions.

**Core Qualifications**

* Sound knowledge of hedge fund regulatory and accounting principle
* Able to prioritize and organize heavy work-loads under deadlines
* Work well in a team environment and independently with minimal supervision
* Gain knowledge and able to apply concepts quickly
* Have got good analytical skills and can easily identify the errors and provide appropriate solutions
* A keen eye for detail and good with numbers
* Trustworthy individual with strong ethics and integrity

**Professional Experience**

Fund Accountant May 2016 – Present Citco Fund Services (Singapore) Pte Ltd

* Prepared and delivered accurate daily/weekly/monthly portfolio valuations and financial statements
* Liaising with other departments to make sure that the Cash, Position, dividend and pricing portfolios are reflected correctly and accurately
* Established and maintained excellent client relationship and provide high quality services
* Assist auditors for the year end audit on the funds
* Cross-trained with colleagues to ensure all funds were completed accurately based on individual clients request
* Migrating of funds from other offices(Toronto, Dublin) to Singapore
* Handle 1st review of funds’ portfolio valuations

**Education**

Bachelor of Commerce in Accounting and Finance May 2014 – Mar 2016 Murdoch University, Kaplan Singapore

**Other Certificates and Courses Attended**

CFA Institute Investment Foundations Oct 2016

Certificate of Completion on “Advanced MS Excel 2013” Mar 2016

**Others**

Languages Spoken: English, Mandarin

Language Written: English

Computer Proficiency: Microsoft Excel, Word and Powerpoint

Bloomberg: Beginner