**Yeo Jun Wei**

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| **EDUCATION** |

* CFA Institute, Jun 2011: CFA Level 1 Examination, Passed
* Northeastern University, Jun 2009 – Aug 2011: Bachelor of Science, GPA 3.824/4.00
* Ngee Ann Polytechnic, Jul 2001 – Jul 2004: Diploma in Chemical Engineering GPA 3.628/4.00
* Chestnut Drive Secondary School, Jan 1997 – Dec 2000: 7 GCE O Level Passes

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| **AWARDS** |

Dean’s List 3 Semester (Northeastern University)

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| **WORK EXPERIENCE** |

**CITCO FUND SERVICES (SINGAPORE) PTE LTD**

**Assistant Vice President (Fund Accounting), 01 May 2015 to Present**

**Supervisor (Operations / Fund Accounting), 01 January 2014 to 30 April 2015**

* Integral member in the initialization of the offshore office in India, and was responsible for the interview and hiring processes. Planned and executed the migration of 15 FTE of work, and led department in the integration of an offshore support model to ensure efficient turnaround in the preparation and review of work between Singapore and India offices.
* Further to the migration of Singapore work to India, travelled to and spend another 10 weeks to the USA for BAU analysis and execution of a further 12 FTE of work to India, travelling in total an excess of 6 months in 2017.
* Manage and supervise team of 10 members in daily, weekly, and monthly NAV production, including subscriptions and redemptions, calculation of management and incentive fees (equalization and series accounting), and P&L allocation. Lead team in the launch, migration, and liquidation of multiple funds.
* Consistently review and monitor the existing control measures to mitigate operational and reputational risks, and ensure compliance with Investment Manager’s Agreement.
* Participate actively in the UAT prior to release of any system updates, as well as coordinating with development and operational teams to improve on new releases through feedback and follow-up testing.
* Contribute to the ongoing development of department through constant review and enhancements to staff training curriculum provided by training department.

**Senior Operations Analyst, 01 July 2012 to 31 December 2014**

**Operations Analyst, 19 September 2011 to 30 June 2012**

* Performed and reviewed daily, weekly, and monthly operational deliverables (including trades, positions and cash reconciliations and NAV) in line with internal and external service level agreements. Engaged in reconciliation break resolution for all open items with the brokers and investment managers.
* Prepared routine client reports such as Profit & Loss, Corporate Actions, and estimate portfolio Net Asset Valuations.
* Set up and maintained listed and OTC securities, in adherence to OTC master agreements and confirmations, to reflect accurate securities valuation and risk management reporting.
* Worked closely with Manager and Supervisors in planning of team resources ahead of year-end processes and audit.

**MAHA CHEMICALS (ASIA) PTE LTD**

**Business Analyst, August 2009 to December 2010**

* Reviewed the overall organizational processes and worked in conjunction with external consultants to revamp and improve workflow efficiency, resulting in desired levels of cost savings.
* Consolidated ownership in subsidiary holding into books of parent company.

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| **Hobbies and Other Information** |

* Football, Cycling, Running, Scuba Diving, Motor biking, Travelling
* Currently holding appointment of Officer Commanding, 823 Singapore Infantry Regiment. Company achieves best score in operational evaluation test in 2015.