**ABOUT ME**

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| Name | : Ho Shan Ying (a.k.a Linda Ho) |
| Mobile Phone | : +65 9791 5772 |
| Email | : songs831231@yahoo.com.sg |
| Address | : Seng Kang 178C Rivervale Cres, #14-423 S(543178) |
| Marital Status | : Married |
| Nationality / Race | : Singaporean Chinese |

**RECENT WORK EXPERIENCES**

**Senior Fund Accountant** (May 2012 – Current)

> 5years - Eurofin Investments Pte Ltd

Asset Management - Structured Trade Commodities Finance Funds

(7 funds with AUM over USD1 billion)

Executive to Senior

Job includes: -

* All operational accounting of the Funds
  + Handles AP/AR/GJ – full set of accounts
  + Daily cash reconciliation and monthly bank reconciliation
  + Ensure timely and accurate monthly account close and finalization of NAV (Net Asset Value) with Fund Administrators
  + Ensure smooth execution for investors' redemptions
  + Quarterly computation of funds’ Total Expense Ratio (TER) and investors’ / introducers’ rebates
  + Maintain proper documentation and file
* Reporting of Funds activities
  + Assist in yearly Audit and Tax
  + Provide data to Compliance on MAS surveys and overseas filings
  + Filing of XBRL for local registered funds
* Involve in projects or discussions relating to funds’ (e.g. process improvements, change of systems, change of administrators)
* Coach and monitor work done by Assistant and Executive
* Resolve discrepancies or disputes relating to operation or investors matters
* Support recovery and legal team on defaults cases
* Support management with ad-hoc reports

**Team Lead** (Jan 2007 - May 2012)

> 5years – Stone Forest Accountserve Pte Ltd (RSM Chio Lim)

Outsourcing of Accountants

Brief Job scope include:-

* A-Star (IME) - Project Accountant
  + Handling Grants claim
  + Assist procurement
* AllianceBernstein - Assistant Accountant
  + Handling full set of accounts (AR/AP/GJ)
  + Quarterly GST submission and MAS reporting
  + Maintain Fixed Asset Register
  + Assist in Audits
* EMC International SARL @ CBP - Assistant Accountant
  + Accounts payables (Singapore) including staff claims
  + Liaising and managed India Share Service Team
* SITA @ Loyang
  + Process and book Accounts payables (Singapore) including staff claims
  + Bank reconciliation
  + Supplier reconciliation

**EDUCATION**

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| --- | --- |
| Jul 2005 – Dec 2007 | **SIM – RMIT SINGAPORE** |
|  | Bachelor of Business (Accountancy) |
| Jul 2001 – Apr 2004 | **Ngee Ann Polytechnic** |
|  | Diploma in Accountancy |

**OTHERS**

|  |  |
| --- | --- |
| Last drawn | : SGD4,947 monthly |
| Expected | : SGD5,600 – SGD6,000 (negotiable) |
| Notice Period | : 1 month |