Jordan Lee Kun Wei

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# Summary

Analyst with 5 years of work experience in a financial institution. Mature and independent, possess good analytical ability. Meticulous and able to work under pressure to meet deadlines, efficient and reliable. Highly adaptable to changing environment, keen to learn & able to familiarize new systems/ processes quickly. Good accounting background and in-depth market knowledge of hedge fund administration. Able to work fast and collaborate well as a team.

# Education

## DEGREE 2nd cLASS HONORS | 2010-2013 | UNIVERSITY OF LONDON

* Bachelor of Accounting and Finance
* Institution: Singapore Accountancy Academy (SAA)

## DIPLOMA | 2005-2008 | SINGAPORE POLYTECHNIC

* Diploma in Electrical and Electronic Engineering
* Related coursework: Underwater Robot, SPINNOVEX 2008

# Skills & Abilities

## Leadership

* Chairman of Social Community in SP Electrical Electronic Engineering Club (SP EEEC), 2006-2008
* Provided many insights to prospective students on polytechnic life by active sharing of personal experiences
* Developed strong interpersonal skills, able to listen, communicate, establish trust and create strong team bonding spirit
* Maintained focus and positive attitude, encouraged team members to work towards a common goal
* Organized 2 years of annual Freshmen Orientation Program & Dinner & Dance, involved in the sourcing of Sponsorships (Event Venue, Hair, Makeup), resource and activities planning
* Maintained good relationships with sponsors (ShangRi La’s Rasa Sentosa Resort Singapore & Shiseido Singapore)

# Experience

## MUFG Fund Services (singapore) pte ltd | may 2016 – Present

* **Reconciliation Specialist**
* Monitor daily client tradefile and resolve trade rejects
* Perform investigations for failed trade files
* Complete break resolution for all open items
* Liaise with custodians/brokers to resolve trade disputes and discrepancies
* Support the conversion of new client and existing migration in to new system to enhance the quality of work provided
* MIS reporting to provide management oversight and control of daily processes and efficiencies
* Coaching and mentoring of junior staff
* Manage high level internal clients and achieve excellence in client delivery

## citco fund services (singapore) pte ltd | sep 2013 – may 2016

* **Operations Analyst**
* Process daily Pre-Reconciliation tasks such as Dividend, GL entries, System Jobs, Report Generation etc.
* Complete break resolution for all open items
* Liaise with custodians/brokers to resolve trade disputes and discrepancies
* Prepare daily reconciliations between Citco and Fund Prime Brokers/ Counterparties
* Support the conversion of new client and existing migration
* Coaching and mentoring junior staff by providing guidance for their on-job training, perform reviews on their work
* Identify and resolve task/ system failure in a timely manner which is essential to the downstream production
* Monitor and analyze daily portfolio pricing
* Involved in process enhancement reviews to improve work efficiencies in the team

## sony electronics asia pacific pte ltd | jun 2012 – dec 2012

* **Accounts Assistant**
* Handled accounts receivable and credit notes
* Responsible for the checks of customers’ credit limit
* Assist in Monthly Closing, Reconciliation of intercompany balances

# Additional Information

* Proficient in Microsoft Office Applications (Pivot Table, V Lookup, PowerPoint, SAP, AEXEO system & ART System)
* Fluent in English and Mandarin (spoken and written), Cantonese, Hokkien
* Able to manage conversation and interaction with fellow working partners and public
* Able to work effectively in a complex and global environment
* Able to maintain effective working relationships across group, divisional and functional levels
* Pursuing CPA Certification for self-improvement and future career development opportunities
* *Current Salary per month - $4,425 (No AWS, 0.5 - 1 month variable bonus)*
* *Expected Salary per month - $5,200, Resignation Notice Period – 2 months*