**Personal particulars**

Name : Khor Wei Xiang Joshua

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Contact : +65 96738340

**Work experience**

**Aberdeen Asset Management Asia Ltd (SINGAPORE) AUG 2015 – PRESENT**

(Investor Services)

* Working in a team on cash management for feeder fund administration covering Asia Pacific region.
* Performing Transfer Agent oversight for Select range of Aberdeen funds.
* Monitoring daily subscription and redemptions.
* Understanding Distributor / Subscription Agreements.
* Account opening (Obtaining ACRA, AML/KYC, CRS ASL documents etc).
* Ensure timely dissemination of daily / monthly / quarterly reports to respective internal / external stakeholders.
* Performing trailer commission for Select range of Aberdeen funds.
* Ensuring calculation accuracy and timely payment of trailer fees to respective distributors.

**CITCO FUND SERVICES (SINGAPORE) JUL 2013 – AUG 2015**

(Fund Accountant / Operations)

* Preparing daily position, cash and OTC reconciliation for Everest Capital (US $2.2 billion AUM as of Dec 2014).
* Production of daily deliverables in line with client service level agreements, managing to keep deviation below 5%.
* Handling break resolutions with broker and client on a daily basis.
* Producing Net Asset Valuation (NAV) daily estimates for Tiger Veda hedge fund.
* Accounting for capital dealing (subscription and redemption) and fees (management and incentive fees).

**PRICEWATERHOUSECOOPERS (SINGAPORE)** **DEC 2011 - APR 2013**

(Audit and Assurance Department)

* Working in teams under tight datelines to complete statutory audits at client's office.
* Understanding clients' business environment (Operations, competitors, performance etc).
* Have done audit at Nike, Pacific Internet, Asus, DBS Bank, MFS Technology.
* Assessing key risk areas and identifying effectiveness of internal controls. Examples-
* Did purchase order (PO) have a purchase requisition (PR) being raised for approval.
* Does purchase order (PO) match delivery order (DO) quantity and description.
* Physical security of warehouse.
* Ensuring cash balance supported by bank statements and reconciliation.
* Communicating effectively within the team on planning and execution.
* Building rapport and handling clients tactfully so as to manage expectations.

**Education**

**The University of Sydney** **(AUSTRALIA)** **Jul 2009 - Jul 2011**

* Bachelor of Commerce (Accounting major).

**Computer skills**

**Microsoft office**

* Proficient in Word and Powerpoint.
* Intermediate Excel skills (Short cut keys, pivot-table, v-lookup etc).