**Name Tan Jing Chee**

**Mobile +65 9625 4882 Email tjingchee@gmail.com**

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| **SKILLS SUMMARY** |
| * **Leadership Skills:** Proven experience as a Team Leader in Uniqlo. Having the ability to relate to others, and good communications with superiors and colleagues * **Organizational Skills:** Having the ability to meet deadlines and use time wisely. * **Technical Proficiency**: Microsoft Office (including Word, Excel and PowerPoint), Basic Macro, Basic SAP ERP, Basic Olympic System |

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| **EDUCATION** |  |
| **Singapore Institute of Management, SIM**  *Bachelor of Science (Honours) in Banking and Finance*   * Core Modules:   Introduction to Economics, Principles of Banking and Finance, Principles of Accounting, Corporate Finance, Investment Management, Macroeconomics, Financial Intermediation  **Temasek Polytechnic, Singapore**  *Diploma in* Business *Information Technology*   * SAP Enterprise Resource Management | Aug 12 – May 16    Apr 09 – Mar 12 |
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| **WORK EXPERIENCE** |  |
| **BNP Paribas Wealth Management Singapore Branch**  *FX Operations*   * Timelyand accurate processing of FX, FX Options, CLIs, Structured Investment and FX Derivatives products * Trade input in Olympic system for non interface and small FX trades * Match FX Option K+ tickets against timesheet/ICAT, and follow up/escalate any missing trades or discrepancies * Escalate any new product variations or exceptions encountered during deal processing * Input/link CLI deposit deals in Olympic system * Retrieve FX Option structures files for partial ABD and for knock-out event occurrence * Partial abandon FX Option structures upon expiry or knock out in Olympic system. File records for next expiry * Record of transaction tickets form business support team for end of day reconciliation * Prepare timely and accurate trade confirmations and event advices to client * Prepare SWIFT messages to counterparty for newly incepted trades and related settlement with counterparty * Print confirmations sent by counterparty and match to respective new trades * Consolidate signed counterparty long form confirmations, scan and return copies to counterparty   **Central Provident Fund, CPF**  *Administrative*   * Ensuring customers’ data are being keyed into the database promptly * Filing of documents in proper order for future convenience   **Uniqlo (Singapore) Pte Ltd**  *Retail Sales Associate*   * Handling all basic in-store operations at high service and productivity levels * Act as a role model and train other staffs * Providing knowledge of company’s products to customers, and being sales oriented and customer focused * Being able to multitask, learnt to work in cash register, fitting room, and sales floor * Maintaining the visual appearance of the store by keeping sales floor clean and managing store displays | Aug 16 – Sept 17  Jun 15 – Sep 15  Mar 12 – Oct 14 |
| **NCR Singapore**  *Service Ambassador*   * Assisting customers with the use of the new ATM machines, to ensure that their transactions were made correctly * Handling customers’ feedbacks on the spot, and if required, write in to the company | Aug 11 – Sep 11 |
| **DBS Bank Ltd**  *Intern*   * Liaising with key stakeholders from technology and operations units on metrics submission * Collating and reviewing risk and control metrics for anomalies * Performing weekly production of risk forum report * Other adhoc data extraction and analysis | Apr 11 – Aug 11 |
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