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| **PERSONAL PARTICULARS** |  |
| NAME | RIAN YEO YUHENG 杨煜亨 |
| DATE OF BIRTH | 13TH NOV 1987  C:\Users\Rian Yeo\Desktop\SCAN0006.jpg |
| SEX | MALE |
| NATIONALITY | SINGAPOREAN |
| RACE | CHINESE |
| ADDRESS | BLK 325 YISHUN CENTRAL #11-347  SINGAPORE 760325 |
| CONTACT NOS. | 6257 9165 (H) 9144 8396 (HP) |
| EMAIL | yh@ryeo.net |
| STRENGTH | Fast Learner, Responsible, Good Analyzer, Good at Troubleshooting |
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| **EDUCATION** |  |
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| DEGREE (Current) | JUN 2010 – DEC 2012  Royal Melbourne Institution Of Technology (SIM)  Bachelor In Business (Management) *Major Management Minor Finance* |
| DIPLOMA | MAY 2005 – MAY 2008  Ngee Ann Polytechnic  Diploma in Tourism And Resort Management |
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| ‘O’ LEVELS | JAN 2000 – DEC 2004  Yishun Town Secondary School  ‘O’ Levels (Obtained 3 ‘A’s)  Elementary Math, Combined Science and Principles of Accounts |
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| PSLE | JAN 1995 – DEC 2000  Huamin Primary School |
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| OTHER COURSES | JUN 2010 – JULY 2010  SGX Securities and Derivatives Cross Trading  MAR 2010 – MAY 2010  NTU Distance Learning Course: Business Finance  MAY 2005 – SEP 2005  French Basic A |
|  | JUN 2003 – SEP 2003  BMC Commercial Training Centre  Complete Book-Keeping(Level 2) |
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| **WORK EXPERIENCE** |  |
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| Jan 2013 – Current | ZENTREE INVESTMENTS PTE LTD |
| *Appointment* | ***See Job Scope;*** |
| *Job Scope* | Head of operations   * Trade settlements * Delta, beta calculation of portfolio * Risk Reporting * Checking of Fund Admin Reports * Daily Reconciliation * Calculate and monitor margin availability * Ensure there are no operational risk to the company * Bloomberg (OSA and PORT handling)   Finance Officer   * Checking of accounts of private developments * Liaising with contractors and project managers * Ensuring developments budgets are on track * Forecasting and budgeting expeditures   IT Manager   * Setting up office IT system * Maintaining system platform (Paladyne), streamlining platforms to met daily requirements.   I.e creating excel worksheets macro to use data from platform to run numbers and produce risk sheets as per directors’ requirement, creating templates so that Bloomberg can draw data from the platform to aid trade managers in their day to day trading.  Office cum Personal Assistant   * Ad-hoc duties to research and source for suppliers and contacts for current developments * PA to the Director |
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| Jul 2012 – Sep 2012 | HONGKONG AND SHANGHAI BANK (HSBC) |
| *Appointment* | Finance Assistant |
| *Job Scope* | Data Entry for HSBS Insurance Annual Report, Update Monthly Asset Allocation Data, Simple regression analysis (back testing), Other miscellaneous admin work |
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| Nov 2011 – Dec 2011 | SCIENCE CENTRE SINGAPORE (PART-TIME) |
| *Appointment* | *Admin and Event Assistant* |
| *Job Scope* | *Aid the project officer in planning and organizing upcoming events (i.e. Scinemation 2011), liaise with vendors, raising RO and bill orders, cold calling and miscellaneous admin work.* |
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| Nov 2010 – Jun 2011 | WOW EXPERIENCE LTD (PART-TIME) |
| *Appointment* | *Support Staff* |
| *Job Scope* | *Aid the conducting staff in the operation and safety of the game play. Handles people of all ages.* |
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| JUL 2011 | PALME (LIGHTING AND SOUND DISTRIBUTION) |
| *Appointment* | *Event Assistant* |
| *Job Scope* | *Setting-up and Tearing down of the event booth, attend to the manufacturer’s needs and to briefly explain the product to the customers.* |
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| JUN 2011 | COMMUNICASIA 2011 (MBS MICE) |
| *Appointment* | *Room Assistant, Door Ushers* |
| *Job Scope* | *To set-up conference rooms, time keeping and to ensure delegates that are entering the conference room with the correct pass.* |
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| JUN 2010 – OCT 2010 | STANDARD CHARTERED BANK |
| *Appointment* | *Trade Services Assistant* |
| *Job Scope* | *Checking and entering of data for Import/Export LC and IBC Documents, Monitor Payment dates, Sending Swift, Chase Payments and CRM* |
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| SEP 2007 – FEB 2008 | CIVIL AVIATION AUTHORITY OF SINGAPORE (CAAS) |
| *Appointment* | *Changi Youth Ambassador* |
| *Job Scope* | *Provide Customer Service to Passengers in the Airport* |
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| MAY 2007 | ORIENTAL HOTEL CLSA EVENT |
| *Appointment* | *Culinary And Kitchen Staff* |
| *Job Scope* | *Ensure that there is a constant flow of food and drinks* |
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| JAN 2007 | ASEAN TOURISM FORUM |
| *Appointment* | *Airport Escort* |
| *Job Scope* | *To Guide the delegates to their designated areas* |
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| SEP 2006 | INTERNATIONAL MONETARY FUND (IMF) |
| *Appointment* | *Conference Facilities Assistant* |
| *Job Scope* | *Ensure that all the Facilities are in working condition and to provide the delegates with facilities support.* |
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| DEC 2005 – FEB 2006 | HALIA FINE DINING RESTAURANT |
| *Appointment* | *Service Staff* |
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| DEC 2004 – JAN 2005 | NTUC LINK POINTS |
| *Appointment* | *Customer Service and Data Entry Staff* |
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| **NATIONAL SERVICE** |  |
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| JUN 2008 – JAN 2009 | ORDNANCE ENGINEERING TRAINING INSTITUTE |
| *Appointment* | *Course I/C* |
| *Achievement* | *Best Trainee For 32nd Basic Technician Training Small Arms* |
| *Value Added* | * *Helped to design and create a Handbook for Trainees in the Institute* |
| FEB 2009 – JUN 2010 | 6th ARMY MAINTENANCE BASE (6AMB) |
| *Appointment* | *In Charge-of and Assisting the Zonal ICs in ensuring the execution of Section Inspection*  *In charge of section indent of spares* |
| *Achievement* | *Awarded Best Soldier Award in April 2010* |
| *Value Added* | * *Created an Automated Summary Sheet Page using Excel Sheet which increases efficiency when producing paper work* |
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| COURSES | Civil Defense (Fire Safety And Casualty Evacuation) |
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| **CCAS** |  |
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| DREAMWERKZ DANCE | 2011 – 2012 |
| Appointment | Committee Logistic Manager (2012)  Member of Advance Team (2012)  Participated in Singapore Dance Delight (2014)  Participated in Chingay Parade (2011 - 2012)  Participated in Cheers Dance Competition (2012)  Participated in SIM Annex Opening and Open House (2012)  Participated in various external performances |
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| NATIONAL CADET CORPS | 2000 – 2004 |
| *Appointment* | *Admin Head (2002 – 2003)* |
|  | Participated in School parade (2000 – 2003) |
|  | Participated in School parade: GOH contingent (2002) |
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| TABLE TENNIS | 2003 – 2004 |
| *Appointment* | Member |
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| OTHERS | 2002  Participated in OBS Course  2000  Class Committee Member |
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| **ACHIEVEMENTS** |  |
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| 2003 | Edusave Awards: Good Progress Award |
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| 2000 | Achievement Award For Literature |
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| **COMMUNITY SERVICE** |  |
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| NATIONAL PARKS BOARD | Community Heart Day  Seashore Programme |
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| YISHUN TOWN SEC | Overseas CIP in Sarawak |
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| **COMPUTER KNOWLEDGE** |  |
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| * Ms Office : Ms Word, Excel (VBA), Expression Web, PowerPoint, Outlook * Bloomberg * MetaTrader 4 * Open Office * Photoshop * Hardware Installation | |
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| **OTHERS** |  |
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| * Level 1 Rock Climbing Certification | |
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| **HOBBIES** |  |
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| * Drawing And Photoshop * Jogging * Cycling * Swimming * Dancing | |