**Daphne Won**

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# EDUCATION

**University of London** 2011 – 2013 **Singapore Institute of Management**

Bachelor of Science (Honors) in Banking and Finance

* Second Class Honors

**Nanyang Polytechnic** 2008 - 2011 **Diploma in Business Management**

Specialized in Human Resource Management

* Overall GPA attained – 3.24 / 4.0
* Achieved Director List in Year 1 Semester 2
* Involved in internal attachment for 3 months:

E-Learning Development Centre

- Specialized in Personal website developing projects for school

- Completed an individual project within deadline.

- Designed webpage using SharePoint, Adobe Flash and Photoshop

Events Management and Roadshows

- Appointed as Overall-In-Charge for events.

- Sourced for suppliers, vendors and stocks for events

- Negotiated with suppliers and Sales Representative

# WORK EXPERIENCES AND LEADERSHIP

**NTUC Income Insurance Co-operative Ltd** Jun 2014 – Current

Investment Accounting Executive

* Accounting, reporting and monitoring of investment funds, in accordance to accounting and reporting standards
* Daily and monthly valuation variance price for funds in accordance to valuation hierarchy, provides clear and accurate pricing information to support decision making
* Monthly GL, balance sheet, and bank reconciliations
* Perform analysis on balance sheet and P&L balances movement
* Calculates management expenses and fees, process payments timely and accurately
* Prepares corporate and GST returns
* Prepares statutory financial statements and risk-based asset report
* Reviews and prepares regulatory and management reporting
* Provides support and coordination of internal and external audit review
* Liaise with stakeholders and deals with associated queries
* Review and implemented process improvements

**State Street Bank & Trust Company** Sep 2013 – Jun 2014

Operations Executive

* Performed day-to-day operations and reporting.
* Processed account in and outflow
* Provided reports and proactive support to business partners
* Liquidity management, follow-up with relevant parties on resolution
* Performed repatriation for FXs transactions.
* Prepared SWIFT messages regarding correspondences with counterparties
* Daily Aging breaks reporting to Investment Manager; oversee breaks resolution process of functional teams.
* Handled corporate action events
* Prepared Ad-hoc FXs to fund for the accounts relating to Corporate Action Events.
* Prepared and analysed monthly client reporting.

**AB Maximus & Company Pte Ltd** Oct 2012 – Aug 2013

Accounts Assistant (Part-time)

* Data entry to accounting software- daily Accounts Receivable, Accounts Payable
* Reconciled and resolved differences between Ledgers
* Prepared accounting and management reports
* Prepared invoices and assisted in vendor payments, debit and credit notes
* Assisted in the preparation of other ad-hoc assignments as assigned by management

**MH Corporate Services** Sep 2011 – Feb 2012

Accounts & Admin Assistant (Vacation job)

* Performed Ad- Hoc and Data Entry
* Performed basic Accounting Reconciliation, Accounts Receivable, Accounts Payable using software - QuickBook
* Follow-up outstanding payments and prepared reports as required

**Nanyang Polytechnic (Internship)** Sep 2010 – Nov 2010

Transocean Singapore Training Centre, Grade: B+

* Handled BAU process in Training Centre.
* Booked and scheduled of training courses held internally
* Liaised with caterers for meals to trainees in training centre
* Managed individual Microsoft-based projects
* Performed Ad-hoc duties assigned and administrative support to department

# SKILLS

**Languages**

English (Fluent) and Chinese Mandarin (Fluent)

**Training and certification**

Certificate in Fund Administration

Certificate in Microsoft VBA Programming