*Curriculum Vitae*

# Personal Details

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| Name | : | Lam Man Lan, Priscilla |
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# Education and Qualification

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| 1998 – 2000 | : | University of Lincolnshire and Humberside (UK)  - BA (Hons) Business Accounting |
| 1995 – 1997 | : | The School of Professional and Continuing Education of HKU - Diploma in Accounting |
| 1985 – 1986 | : | Caritas Center – Business Studies Course |
| 1980 – 1985 | : | Lingnan Middle School  F. 5 standard with 5 passes in H.K.C.E.E. |

# Other Qualifications

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| 1990 | : | L.C.C. & I. – Higher in Accounting |
| 1989 | : | L.C.C. & I. – Intermediate in Cost Accounting |

# Working Experience

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| 6/15 - now |  | **DBS Trustee Limited, Singapore - Trust Accounts and Admins**  Accounts:   * Daily cash reconciliation for all trust accounts and companies (excluding 3rd party bank statements)   - expenses  - injections  - distributions   * Full set of accounts (daily book-keeping and up to prepare Financial Statements) * Liaise with external parties such as auditors, tax agents   Admins:   * Certificate of Incumbency request * Payment instructions * Bank account openings * Documents for distributions, revocations and terminations. * Clients details update such as change of address, PDPA, W8Ben and etc. * Liaise with Trust Managers, Auditors and Relationship Managers * Projects: (i) System migration from viewpoint to navison   (ii) System clean-up for trade automation  (iii) Catching up accounts backlog | |
| 10/14 - 6/15 |  | **AIA Singapore Pte Ltd - 8 months Contract Investment Operations**   * Daily preparation of Fund transfer (received a report from Finance team and placed the Subscription / Redemption trades to various fund houses * Daily checking for NAV (ensure ILP daily trades placed, input security prices correctly and accruals of management fees, custody fees and fund admin fees) * Monthly position recons and prepare internal Factsheets for some funds * Assist Settlement team to input all trades into the Compliance system and tie cash recons against with the cash of NAV report * Other ad hoc duties such as prepare audit schedules, collect various holidays of different countries from various fund houses and etc. | |
| 01/13 - 8/12/13 |  | **Julius Baer Trust Services (Singapore) Ltd**  **Position - Contract Client Accounting - Trust Services**   * Help to update Trust accounts transferred from Cayman and Bahamas * Reconciliation of banks securities and loan accounts statement * Participating the integration Project such as checking all documents transferred from Merrill Lynch * Set-up all transferred ML account and record properly in JB accounting system * Help to set-up the system of Filing and archiving all correspondences, bank advices and statements | |
| 07/10 – 01/13 |  | **Citco Fund Services (Singapore) Pte Ltd**  **Position – Fund Accountant**   * Provide fund accounting, valuation, and administration services to Fund Managers. * Responsible for maintaining all reconciliation and process instructions, as well as prepare valuations and other reporting as required on assigned portfolios * Liaise with IM & brokers in relation to trades , pricing and corporate action * Assist with the preparation of annual audit * Liaise with transfer agency on investors’ subscription and redemption * Products handle : Equities, Future & Option, Equity Swap, Forward Currency and some Fixed Income Products | |
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| 07/08 – 02/10 |  | **HSBC Institutional Trust Fund Services**  **Position – Fund Accountant**   * Preparation of daily & weekly NAV on assigned portfolios * Oversee cash and securities reconciliation and ensure other procedures are prepared in accordance with company and fund-specific policies * Ensure all investments are priced and validate prices using broker quotes or other market inputs * Verifying of Corporation Action are correctly completed. * Monitor Daily Cash flows and raise any necessary FX transfer for restricted currencies such as THB, IDR and etc. * Ensure all Swift instructions are compliant with authentication procedures | |
| 09/06 – 04/08 |  | **The Bank of New York Mellon Asset Servicing**  **Position – Fund Accountant**   * Calculation of daily NAV * Handle Trades Support such as security set-up and input into the system, liaise with Investment Manager for any trade discrepancies such as failed trades & trades settlement amounts not match with trade blotters * Handle Fixed Income product such as MBS & Bonds, Equities, futures, Interest Rate & Currency Swaps, Fixed Deposits, T-bills & Repos * Monitoring accrued income such as bonds & MBS * Monitor pricing variances & stale price * Checking Corporate Action such as cash dividend, stock dividend and any withholding tax * Reconcile brokerage and custodian accounts to underlying record | |
| 06/05 – 7/06 |  | **DBS Bank Ltd**  **Position – Analyst (Valuation of Product Control Group)**   * Daily Consolidation of Singapore Trading Book’s Profit & Loss Report and Management Action Trigger Report * Overseas daily Profit & Loss Report- Taiwan & Jakarta   - investigate the differences between traders’ estimation & actual report such as bond prices or rates and etc.  - investigate whether there is a dead deal included in the back test report   * Daily Backtesting report – * Stale rate checking * Monthly Group Trading Income report |  |
| 3/02-2/03 |  | **JPMorganChase Bank**  **Position – Accounts Executive (Contract)**   1. Preparation banking returns    1. Liquidity Returns    2. Assets & Liabilities    3. Capital Adequacy Ratio  * Daily bank reconciliation * Monthly Accounts Proofing * Monthly Accounts Analyses * Assist yearly preparation of tax schedules |  |
| 6/00-6/01 |  | **Pacific Finance (Hong Kong) Limited**  **Position – Senior Accounts Executive**   * Daily settlement for customers’ outstanding account * Daily bank reconciliation * Monthly preparation of banking returns   1. Liquidity Return   2. Assets & Liabilities Returns * Handle Accounts Payable functions including preparation of payments * Monthly analysis of accounts * Assist to prepare of audit & tax schedules * Assist to prepare budget report |  |
| 4/95-6/99 |  | **KEB (Asia) Finance Limited – Hong Kong**  **Position – Accountant**   * Preparation of banking returns :   1. Capital Adequacy Ratio   2. Liquidity Return   3. Assets & Liabilities Return   4. Large Exposures * Preparation of Consolidated Package (Korea) * Daily bank reconciliation * Monthly accounts analysis * Preparation of audit, tax schedules and Annual Accounts * Assist to prepare budget reports |  |
| 9/89 – 3/95 | : | **M. B. Lee & Company – Certified Public Accountants (HK)**  **Position – Audit Clerk**   * Analyses accounts and tax computation preparation * Comparative figures analysis with some ratios between two or three years * Re-draft financial statements * Preparation of directors’ minutes and notes to the accounts * Annual stocktaking * Assist the company secretary department such as annual return, change of directors during the non-peak period * Supervise the junior audit staff | |
| Others |  |  | |
| Languages | : | Mandarin, English, Cantonese |
| PC Knowledge | : | Excel such as Vlookup and Pivot table.  Other softwares : Navison, IMS, InvestOne, Aexeo, Viewpoint and Oracle |
| Available Date | : | 1 month notice |