# AMY

# PROFILE

Fund accountant with nearly 2 years of experience in hedge fund administration, which includes preparation of NAV calculations, financial statements and associated reports. Consistently meeting deadlines while ensuring a high quality of work standards. Fast learner, driven for results and analytical in problem solving.

# WORK EXPERIENCE

**Citco Fund Services (Singapore) Pte Ltd Jan 2016 – Present** Fund Accountant

* Calculation of estimate and final NAVs on a daily, weekly and monthly basis
* Preparation of cash and position reconciliation reports
* Daily pre-production tasks such as price checks, interest accruals and fees booking
* Maintaining day-to-day relationships with investment managers, brokers and auditors
* Communicating with the reconciliations team to ensure consistent and high-quality standards when delivering NAV packages
* Undertaking fund migrations from Citco Toronto and Citco Dublin Office
* Familiar with various pricing valuation models e.g. Independent Price Verification, External Valuer
* Investigation and resolution of breaks
* Training of new fund accountants in the team
* Assist in reviewing estimate and final NAV packs

**Norgas Carriers Private Limited Nov 2014 – Apr 2015** Accountant

* Processing invoices from suppliers and scheduling payment remittances
* Assisted in collecting outstanding debts from debtors
* Involved in the year end closing of accounts
* Liaised with external auditors during interim and final audit
* Monthly bank reconciliation
* Perform intercompany journal entries and reconciliation

**Singapore Armed Forces Jul 2013 – July 2014** Operation Specialist/ NSF Battery Sergeant Major (2nd Sergeant, 24th Battalion Singapore Artillery)

* In charge of the training management and administration matters, ensuring smooth running and operation of the battalion
* Responsible for the welfare, discipline and regimentation of 60 fellow NSFs
* Rallied with superiors to keep a lookout for troubled soldiers, acted as the first level of feedback for peers

# EDUCATION AND QUALIFICATIONS

**Royal Melbourne Institute of Technology (RMIT) Jul 2014 – Oct 2015**

Bachelor of Business (Accountancy)

GPA: 3.1 / 4

**Temasek Polytechnic Apr 2009 – Apr 2012**

Diploma in Accounting and Finance

**Ngee Ann Secondary School Jan 2005 – Nov 2008**

GCE ‘O’ Levels Certificate

# SKILLS AND COMPETENCIES

* Trained in accounting softwares, Aexeo, Agresso Business World, Sage AccPac and MYOB
* Proficient in Microsoft Excel, PowerPoint and Word
* Competent in Financial and Economic Databases (Bloomberg, Thomson Reuters)
* Languages spoken: English, Chinese, Cantonese
* Languages written: English, Chinese