**FAYE**

**Citco Fund Services (Singapore) Pte. Ltd.,** *Fund Accountant**Feb. 2016 – Current*

* Performance of the administration and services pursuant to the administration agreement of hedge funds
* Preparation and review of daily, weekly and monthly Net Asset Value calculations, financial statements, and associated reports in accordance to service level agreements
* Provision of cash, portfolio and capital reconciliation
* Development and implementation of standard operating procedures
* Liaison with investment managers, brokers and external auditors
* Proficient with various incentive fee, management fee and administration fee computations
* Proficient with migrations, liquidations and mergers of funds
* Mentoring of new hires in the team

**FTC Corporate & Tax Advisory Pte. Ltd.,** *Client Services Executive (Internship) Oct. 2015 – Jan. 2016*

* Preparation of financial statements in accordance with Singapore Financial Reporting Standards
* Preparation and submission of XBRL and annual returns for ACRA filings
* Preparation and submission of corporate tax returns and provisional personal tax returns
* Payroll administration, including CPF related matters
* Website development and maintenance

**LG Electronics Singapore Pte. Ltd.,** *Accounts Associate Nov. 2014 – Oct. 2015*

* Processing of timely payments of company’s expenses
* Provision of variance analysis of monthly and quarterly expenses
* Management of company’s cash accounts with commercial banks
* Reconciliation of bank accounts daily to monitor all bank transactions
* Reporting of daily and monthly cash flow forecasts
* Generation of general ledgers and other reports
* Preparation of quarterly GST returns

**EDUCATION**

**ACCA** *2015 – 2017*

ACCA Qualification Level 3

**CFA Institute** *2016 – 2016*

Investment Foundations Progam

**University of London** *2012 – 2014*

*Bachelor in Accounting & Finance (Second Class Honours Upper Division)*

**Ngee Ann Polytechnic** *2007 – 2010*

# Diploma in Business Studies

**ADDITIONAL INFORMATION**

**Nationality:** Singaporean

**Language Proficiency:** English, Mandarin Chinese **Achievements:**

* Awards for Citco Excellence in Citco Fund Services
* Commanding Officer Choice and Best Commander for National Service
* Represented Ngee Ann Polytechnic in SGDF Dancesport Nationals and IVP Track and Field Meet
* Coordinated an outreach programme between Ngee Ann Polytechnic and Wildlife Reserves Singapore
* Management committee of Environmental Rangers Society and Kung Fu Club in Ngee Ann Polytechnic - Organising committee and student coordinater in various events in Singapore Institute of Management and xNgee Ann Polytechnic