Lee Mei Sheng, Alice

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**SKILLS & ABILITIES**

Efficient, detail-oriented, organized

Strong analytical and problem solving skills

Proficient in Microsoft Office, Sun System, CS Lucas, enVisual, Advent Geneva and Advent Partners

**WORK EXPERIENCE**

Jan 2014 to Current Accountant

British and Malayan Trustees Limited

Duties:

- Setting up controls for the trade processing process

- Making improvements to the valuation process

- Participating in the system testing

- Reviewing procedural guidelines to ensure that they are up to date

- Preparing the NAV calculation, and associated reports

- Reviewing and sign off work for administration of portfolio

- Ensuring that control checklists and databases are up to date

- Monitoring the compliance of financial covenants of debenture programs

- Following up on client’s queries

- Working closely with clients, management and auditors

Feb 2013 to Dec 2013 Senior Manager (IFS NAV)

State Street Bank and Trust Company

Duties:

- Assisting in the migration project to IFS platform from previous GSAS platform

- Working with support team in Hangzhou to setup the reconciliation process

- Ensuring accuracy of trade processing and reconciliation processes

- Preparing the NAV calculation, and associated reports

- Working closely with clients, management and auditors

Apr 2011 to Feb 2013 Manager, Service Delivery (Alternative Products)

HSBC Institutional Trust Services (Singapore) Limited

Duties:

- Ensuring internal procedures acted upon are in compliance

- Signing off payments up to SGD500,000

- Reviewing reporting package and reconciliation

- Reviewing procedural guidelines to ensure that they are up to date

- Assisting in new client on boarding

- Guiding and monitoring junior staff in their follow up on queries

- Giving on the job training to junior staff and assisting when required

- Assisting Team Leader with performance evaluation of Accountants

- Working closely with clients, management and auditors

Apr 2010 to Mar 2011 Senior Portfolio Accountant

HSBC Institutional Trust Services (Singapore) Limited

Duties:

- Reviewing complete sets of NAVs

- Providing training and guidance to junior staff

- Participating in project testing

- Continuing to perform job functions of a Portfolio Accountant

Jul 2007 to Mar 2010 Portfolio Accountant

HSBC Institutional Trust Services (Singapore) Limited

Duties:

- Providing fund accounting and valuation

- Maintaining reconciliation and processing instructions

- Processing client’s instruction on invoicing and payments

- Working with support team in Hong Kong and India to further improve reconciliation process

- Responding to the client’s queries timely

**ACADEMIC QUALIFICATION**

Jul 2005 – May 2007 RMIT University

Bachelor of Business (Accountancy)

Jul 2002 – May 2005 Singapore Polytechnic

Diploma in Accountancy

Majoring in Integrated Accounting Practice

**ACHIEVEMENTS**

Team award of the “Best Fund Administrator – Hedge Funds, Singapore, Asset Triple A Awards” 2008-2012

**AVAILIBILITY**

2 months

**REFERENCES**

Available upon request