# Personal Details

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| NameCorresponding AddressContact DetailsMarital StatusNationality | Cheah Sew Mei, VivianBlk 238 Jurong East Street 21#07-388 Singapore 60023865621973 (H)97546641 (Hp)[vicheah@gmail.com](mailto:vicheah@gmail.com) (email)MarriedSingapore Citizen |

# Education Background

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| Sep 2010Mar 19961994 – 19951991 – 1993 | Diploma for a course of studies in Learning Disorders Management Language Development Child Psychology and CounsellingShort course – Service Quality BootcampACCA Certificate Stage (Level 2)Diploma in Business Studies |

# Working Experience

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| Apr 2002 – Jun 2017Mar 2000 – Mar 2002Oct 1999 – Feb 2000Jul 1997 – Jun 1999Jun 1993 – Apr 1997 | JPMorgan Asset Management (Singapore) LimitedPosition held : Senior Fund Administrator – AssociateJob responsibilities- Assist Manager to guide, check and authorize work done by the team of Fund Administrators.- Perform fund accounting, cash and stock reconciliation, cash management and monitoring of investment restrictions and guidelines of clients and Funds.- Produce client and Fund valuations within set deadlines.- Liaise with external banks and custodians on Fund operations.- Co-ordinate internally with Fund Managers, Client Liaison Officers and other operations departments in Hong Kong regarding day-to-day operations.- Prepare financial statements for Funds for interim and year-end audit purposes.- Provide coverage of duties as an Investment Assistant for a group of Analysts from another unit.Jurong Town Corporation (Corporate Finance Unit)Position held : Administrative ExecutiveJob responsibilities- assisted Accountant in cash management.- assisted in recording and posting related transactions using SAP.- liaised with Banks on issues related to fixed deposits.- set up and maintained good filing system for the unit.- handled unit’s administrative matters, eg. prepared periodic reports, set up spreadsheets, created macro in Excel, etc.Deutsche Bank (Asia Pacific Head Office)Position held : Fund Administration, User SupportJob responsibilities- provided support to Fund Administrators in the Asia Pacific Region (eg. users from Singapore, Jakarta, KL, India) on the system (UPTIX) for Fund Accounting purposes.- trouble-shoot any problems faced by the users.- liaised with IT personnel for any enhancement needed for the system.- prepared training manuals for users.- conducted training sessions for users.- bridge between users and IT personnel.Jardine Fleming Investment Management (S) LtdPosition held : Fund AccountantJob responsibilities- provided administrative support to Front-office (Fund Managers) and Marketing.- prepared weekly and monthly valuations of the funds managed by the Fund Managers locally.- cash management for the portfolios.- liaised with external parties eg. Custodians, Banks, Brokers, etc.- prepared monthly and quarterly reports for management.- monitored investment and cash positions for the funds.- monitored funds’ investment and restriction guidelines for compliance purposes.Inland Revenue Authority of Singapore (IRAS)Position held : Assistant Tax OfficerJob responsibilities- finalized of Income Tax Assessments sent in by individual taxpayers.- interviewed taxpayers eg. during rotational duties to assist counter services at the customer service desks.- communication with taxpayers eg. issue letters or made phone calls to taxpayers.- assisted Team Leader to supervise junior members of the team.- involved in Quality Action Circles to come up with implementations that could better the working environment.Projects / Activities involved- supervised Polytechnic and University students on Vocational Attachment.- assisted in the recruitment and selection process of part-timers.- trained part-timers to equipped them with the necessary tax knowledge to handled their work.- supervised a team of part-timers employed during peak period of filing of income tax.- branch representative on Social and Welfare issues.- enhancement on the Income Tax Form B1 (Return Form for Individual Taxpayers).- set up a stall during Family Day Celebration.- organized Fun Fair during the Open House Activity of IRAS.- member of the Inland Revenue Recreation Club, Social Committee.- organized Karaoke Competition; Trip to Malacca for the department, and Annual Dinner and Dance for celebration of IRAS’ 50th Anniversary. |

# Related Skills

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| Languages (spoken)Languages (Written)Computer Literacy | English, Mandarin CantoneseEnglish ChineseMicrosoft Windows – Microsoft Office – Excel, Outlook, PowerPoint, Word |

# References

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| Ms Wong Peck Hwee(close friend)Ms Annette Lee(ex Manager)JPMorgan HR Department | Contact No. : 98223136Contact No. : 91509323Contact No. : 18006221944 |