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# CAREER OBJECTIVE

Motivated professional seeking to further career in Client Servicing; offering an in-depth knowledge of Portfolio Valuation and Middle Office Operations, and 4 ½ years of working with and supporting client service functions in banking and asset management firms. Has transferable skills such as investigation of valuation discrepancies and responding to operations related queries on behalf of the Client Service team, coding and testing logic under Visual Basic for bespoke reports, and working knowledge of regulations such as the MAS Code of CIS.

# KEY SKILLS

* Charles River Order Management
* Asset class knowledge (Equities, Fixed Income, Alternatives, Multi-asset)
* Investigation of price gaps on Corporate Actions and Securities
* Coding logic and knowledge on Database Management Systems (Excel, Visual Basic, Access)
* Portfolio Valuation
* Bloomberg
* Lipper
* MAS Code of CIS, CPF guidelines, RAP 7

# PROFESSIONAL EXPERIENCE

## Investment Operations Officer

## Aberdeen Asset Management *June 2015 – Present*

* Prepare and review customised Valuation, Performance and Regulatory reports in accordance to clients’ IMA requirements.
* Code macros that manipulate master data files and produce sector, country, and currency concentrations across funds for reporting.
* Coordinate client lifecycle transition (CLT) events such as new wins, contributions and withdrawals, change of guidelines.
* Investigate and report pricing errors under the guidelines set out in the Code of CIS for Aberdeen funds.
* Review and ensure timely disclosure of expense ratio for Aberdeen funds calculated according to the regulations of the CPFIS.
* Prepare Financial Statements for Aberdeen product funds in line with RAP 7 reporting framework.
* Resolve operational related queries covering client reporting, Aberdeen in-house funds, client transitions, third party oversight.
* Process order placements and reconciliation on Charles River.

## Fund Accountant II

## Bank of New York Mellon May 2012 – May 2015 (3 years)

* Daily maintenance of funds comprising of various asset types; equity, fixed income, alternatives, multi-asset.
* Review and approve exceptions on trades and corporate actions before releasing NAV.
* Investigate and resolve stock and cash breaks with fund managers and custodians.
* Perform daily price and corporate action check using Bloomberg.
* Assist in project to enhance exception handling system for operational efficiency.
* Enhance trade posting macro by building in checks on security country of risk.
* Provide adequate guidance and write training manuals for new hires.

# EDUCATION

## CFA Institute *June 2013*

Passed CFA Level 1

## Nanyang Technological University, Nanyang Business School *August 2009- July 2012*

Bachelor of Business (Hons) (Major in Banking and Finance, Minor in Entrepreneurship)

**University College Dublin, Quinn School of Business *January 2011- May 2011***

Exchange program (Ireland)

## Ngee Ann Polytechnic, School of Business and Accountancy *April 2006- February 2009*

Diploma in Banking and Financial Services