**Resume**

Personal Particulars

Name : O Shu Miao

Address : Blk 692 Jurong West Central 1

#11-85 Singapore 640692

Tel : 6790 7872

H/P : 9456 1654

Date of Birth : 07 December 1976

Sex : Female

Citizenship : Singaporean

Martial Status : Married

Ethnic Group : Chinese

Email Address : [shumiao.ke@gmail.com](mailto:shumiao.ke@gmail.com)

**Education**

**Name of School/Institutions Period of Study Highest Qualification attained**

**From To**

Ngee Ann Polytechnic 1996 1999 Diploma in Accountancy

Woodlands Secondary School 1992 1995 GCE ‘O’ Level

Qihua Primary School 1988 1991 PSLE

**Employment History**

**Amundi Asset Management Ltd**

**Middle Office – Client Reporting**

**Assistant Manager : Feb 2011 – Current**

* **Providing operational support to Amundi Singapore, Amundi Malaysia and Amundi Hong Kong**
* **Performing reconciliation holdings on daily, weekly and monthly basis between Fund Accountant and custodian’s records.**
* **Prepare month end reports and P/L and Balance Sheet reports to clients**
* **Prepare fee invoices to clients, such as management, performance fees, etc**
* **Support Client Servicing team on clients’ queries**
* **Monitor and process corporate actions (cash dividends, stock dividend, bonus, stock split, rights issues, etc)**
* **Work with Fund Managers on corporate actions decision, proxy voting and liaise with custodians accordingly**
* **Process dividend claim, send c/p details to custodians and work closely with custodians and counterparty to ensure information are provided in time for C/P to credit the claim to the Fund**
* **Performing future reconciliations and matching of trades against broker confirmations**
* **Price reviewing for Bonds, check for stale price, send email to FM for alternate pricing**
* **Participate in the development, testing and implementing of new systems**

**DBS Asset Management Ltd**

**Middle Office – Data Management & Performance**

**Bank Executive A : June 2008 – Jan 2011**

* **Data Management for Mutual Funds**
* **Generate performance numbers & attribution reports for management**
* **Monthly reconciliation & investigate and resolve any reconciliation differences**
* **Prepare management reports e.g. PowerPoint slides & stats on regular / ad-hoc basis, for Board meetings, Investment & Marketing team**
* **Download Market Cap Index for relative benchmark**
* **Generate Peer comparison & quartile ranking reports on monthly basis**
* **Generate flash numbers for MTM on daily basis**
* **Database update – Imas, Mercer & Cambridge update**
* **Provide consultant data and survey requested by Marketing**
* **Generate factsheet Funds in the absence of my colleagues**
* **Create new Funds, process Fund closure and update of Fund details in system.**
* **Attend to query raised by Fund Managers or Marketing staff**

**Fund Accounting**

**Bank Executive Grade B : Jan 2006 – May 2008**

**Bank Executive Grade c : Nov 2003 – Dec 2005**

* **Checking and reviewing daily valuations reports**
* **Price review of Unit Trusts Funds / Structured Funds**
* **Prepare payment instructions**
* **Month end closing for institutional accounts**
* **Perform custodians reconciliation**
* **Review RAP7 prepared by auditors & valuations agents**
* **Prepare mercer for expense ratios**
* **Process requests for audit confirmation for UT funds semi/annual reporting**
* **Verify registrar invoices & proceed with payments**
* **Participate in System implementation and perform UAT before going “live”**
* **Render support to new process/new fund launch initiated by management**

**Toshiba Singapore Pte Ltd**

**Account Assistant: Aug 2002 – Nov 2003**

* **Checking of incoming invoices and posting of Accounts Payables System**
* **Generate monthly Accounts Payable reports and process monthly payment**
* **Reconcile supplier’s statement to Account Payable sub-ledger**
* **Handling supplier’s queries on payment matters**

**Clothes Garment**

**Self Employed: May 2001 to April 2002**

* **Day to day sales**
* **Mix & Match fashions for Customers**
* **Merchandizing of clothes, bring in new fashion for Customers**

**DBS Bank – Investor & Trust Services**

**CPF Investment Accounts**

**Bank Executive Grade C: July 1999 to April 2001**

* **Process of right issues applications**
* **Purchase and sales of insurance policies, fixed deposit placement and withdrawal**
* **Prepare letters to clients and insurance companies to inform rejected trade**
* **Attending to insurance companies and clients’ queries**
* **Liaising with CPF Board and branches**

**Achievements**

* **Staff Award – July 2000**
* **Staff of the Year Award 2000**

**Computer Skill: MS Word, MS PowerPoint, MS Excel**

**Languages Spoken & written: English, Chinese**