**WOO QIAO HUI DENNA**

Blk 210 Ang Mo Kio Ave 3 #04-1616 S(560210) ∗ (65) 8128 4540 ∗ denna.wooqh@gmail.com

**EXPERIENCE**

**Bank of New York Mellon (SINGAPORE)** Singapore, SG

***Fund Accountant*** Feb 2015 - Present

* Performs daily cash and trade reconciliation, price control checks – proficient in Bloomberg/IDC
* Responsible for preparation of customized monthly reporting to clients on top of the balance sheet and P&L
* Handles the Prestige portfolio, which encompasses the real-time placement of trades and payments, working closely with Fund Managers
* Valuation of complex funds comprising of SWAPs, Bonds, Equities with net asset value of up to $5 billion.
* Experienced with the performance of UAT testing

Took charge of Datamart – which is the daily compilation and sending to client of the team’s cash, trade, position and security data files, performing prompt troubleshooting when necessary

**US Navy Region Centre (SINGAPORE)** Singapore, SG

***Wait Staff*** Nov 2011 - May 2014

* Taking and serving food orders to customers
* Maintaining a pleasant and professional working environment
* Maintenance of cleanliness of workplace
* Building and establishing good customer relationship

**Wanxiang Resources Pte Ltd (SINGAPORE)** Singapore, SG

***Admin Assistant*** Nov 2010 - Jun 2011

* Attending to walk-in guests
* Attend, response and monitor daily telephone calls and email enquiries
* Any other Ad-hoc duties as assigned
* Managed miscellaneous administrative matters

**EDUCATION**

**UNIVERSITY OF LONDON (INTERNATIONAL PROGRAMME)** Singapore, SG

***Bachelor of Science (Hons): Major in Banking and Finance***  May 2014

* Academics: 2nd Class Honours (Lower Division)
* Undergraduate Leadership Exchange Program: 1 Term/Semester at Croatia
* Project: Partnership with local community to create learning programs for youths with Autism and/or physical disabilities
* Executive Committee of AIESEC – world’s largest non-profit youth organization that aims to empower youths through leadership events such as conferences or opportunities to give back to the society through Volunteering programs.
* Coordinated in enabling students from Bulgaria, Korea, Lithuania to participate in internships programs in Singapore.
* Planned and organized setting up of booths, as well as talks for up to 100 people to raise awareness about plight of needy people in less developed countries through AIESEC

**St Andrew’s Junior College** Singapore, SG

***Singapore-Cambridge GCE Advanced (‘A’) Level*** Nov 2010

* *Leadership*: Vice House Captain – organized college-wide activities during major events such as National day, Chinese New Year etc
* *Extra co-curricular activities: Volleyball school team – Participated in A’Division*

**ADDITIONAL INFORMATION**

* Involved in community work with the old folk’s home as well as some less fortunate families
* Enjoys sports such as Volleyball, Swimming & Tennis.
* Interested in learning languages (Took up Spanish and German classes)
* Enjoys backpacking