**Chan Zhi Feng Nathaniel**

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**SUMMARY**

Fund Accountant with a Banking and Finance major looking to establish and expand his horizon in Fund Administration, particularly in Hedge Funds and Private Equity. Seeks dynamic career exposure opportunities in the Banking Finance sector. Meticulous and numerate. Clear sense of personal and professional accountability. Ability to excel in a culturally diverse environment. Excellent strength in time management, teamwork and creative problem solving skills. Superior verbal and written communication skill, possesses sound analytical abilities, in addition to an enquiring mind.

**KEY COMPETENCIES**

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| --- | --- | --- |
| Market Analysis | Client Relation | Meticulous |
| Process Improvement | Problem Resolution | Team Leadership |

**PROFESSIONAL EXPERIENCE**

**Bank of New York Mellon, Asset Servicing, Fund Accountant (APAC) Sept 2015 – Current**

* Preparation of NAV files for medium to complex portfolio investment funds on a daily & monthly basis
* Reconciliation of cash ledger, general ledger, profit & loss, credit risk statements
* Processing of transactions pertaining to various financial instruments
* Liaise and provide proactive support for fund managers and transfer agents
* Due diligence on Fund

**Great Eastern, Group marketing and Distribution, Intern** **Feb – June 2012**

* Involved in the initiation of the Live Great! Programme for over 4,000,000 policy holders
* Performed UAT testing with external IT developers for the launch of the Live Great! Programme
* Liaise with various companies to introduce the Live Great! Programme

**ED&C Advertising, Intern Jan – Mar 2012**

* Assisted Sales Director in the managing of clients
* Managed and coordinated a team in-charge of POS materials

**HSBC Group Insurance, Intern Nov 2011** **– Jan 2012**

* Conducted calls to potential candidates informing them of a shortlisted position with HSBC
* Assisted Senior manager in screening and managing potential candidates

**EDUCATION**

**BSc. Banking and Finance Major 2012 – 2015**

* SIM Global Education – University of London (UOL)

Financial Intermediation, Valuation securities analysis, Corporate Finance, Macroeconomics

* SIM Investment & Networking Club- Holistic financial education to undergraduates
* Institute-Varsity-Polytechnic Games – Flame of Merit (SIM)

**GCE ‘A’ Levels 2007 – 2009**

* Pioneer Junior College
* Economics, Chemistry, Mathematics and Physics

**SKILLS AND INTERESTS**

**IT Skills:** MS Office Suite (Excel, PowerPoint, Word, Access) Data Analysis Tools i.e. Bloomberg, IDC, Invest-one, GSP system

**Language**: Fluent in English and Mandarin

**Hobbies & Leisure**: Swimming, Karate, Fishing, Badminton