**TEH SIN YING**

11 Eunos Crescent, #13-2747, Singapore 400011 \* (65) 93825320 \* [sinying90@gmail.com](mailto:sinying90@gmail.com)

**Career Objective**

Meticulous fast learner with proven leadership and organizational skills seeking to expand skillsets with other opportunities.

Professional Experience

**Bank of New York Mellon, Singapore**

## *Associate, Sep 2016 – present*

Assisting team lead in the management of a 12 member team, such as the planning and management of team schedule to meet the daily deadline

Authorizing the release payments or wire transfer for amount up to $10 mil on behalf of the fund to ensure timeliness

Authorizing foreign exchange transaction on behalf of the fund to avoid overdraft in cash account

Coordinating liaisons with external auditors of financial statements preparation for multiple funds concurrently

Performing call backs for the new Authorized Signature List (ASL)

Mentoring, training and coaching new fund accountants

Senior Fund Accountant, Jun 2015 – Aug 2016

Daily review of accurate and timely Net Asset Values (NAVs)

Timely review of complicated financial statements for clients

Set up of new client funds and processes in the system

Prepare budgets and processes during fund termination

Prepare and review Service Level Description (SLD)

Review Standard Operating Procedure (SOP)

Consolidate team monthly billing for 50 mutual funds

Fund Accountant, May 2013 – May 2015

Daily preparation of accurate and timely Net Asset Values (NAVs)

Daily preparation of cash and asset reconciliation, review corporate actions/distributions at the portfolio level

Timely preparation of financial statements for clients and auditors in accordance to IFRS and US GAAP

Answer and resolve queries from investment managers, trustee and external auditors

## Prudential Assurance Company Singapore (Pte) Ltd

## *Portfolio Analyst (Intern), May 2012 – Aug 2012*

Analyze investment portfolio performances for clients over the duration of investment

Responsible for preparing the investments and insurances summary for clients

Successful in generating excel spreadsheet which able to show the benefit illustration of a investment linked products

Education

Nanyang Technological University (NTU), Singapore

Bachelor of Science (Honours) in Mathematical Sciences, Aug 2009 – Dec 2012

Major in Statistic and Minor in Business

Student Exchange Programme at Sun Yat–Sen University, Taiwan

Graduated with Second Class Honours (Upper division)

Additional Skills

Proficient in Microsoft Office and Bloomberg

Proficient in English, Chinese and Malay