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| **Work Experiences**  *Bank of New York Mellon, Singapore*  Fund Accountant II  Key Job Scope: - Prepare and Review of accurate and timely Net Asset Value. Lead the branch in the smooth transitions between systems. Liaise with Internal and External Stakeholders for the smooth delivery of deliverables. Competent in financial instruments such as Equities, Fixed Income, Futures, Swaps, Options, Life Cycle of various Corporate Actions, what they entail and how to process them. Usage of financial data vendors such as Bloomberg, Thomson Reuters and Interactive Data Corporation. | Jun’ 13 to present |
| *Solutino Pte Ltd, Singapore*  Finance Assistant  Professional Attachment  Key Job Scope: Developed Standard Operating Procedure Manual for the Company and other group member companies. | May ’12 to July’12 |
| *Monetary Authority of Singapore, Singapore*  Capital Markets Department  Professional Attachment  Key Job Scope: Developed content and structure of financial education programs. Drafted financial literacy article that was subsequently published in SmartInvestors magazine and NTUC Lifestyle. | Aug ’09 to Oct ‘09 |
| **Education** |  |
| *Bachelor of Business (2nd Upper Honors), Banking and Finance*  Nanyang Business School, Nanyang Technological University, Singapore | Aug ‘10 to Jun’13 |
| *Diploma in Banking and Financial Services with Merit*  Fund Administration Option  School of Business Management, Nanyang Polytechnic, Singapore | Apr ‘07 to Apr ‘10 |
| *Singapore- Cambridge* [*GCE*](http://en.wikipedia.org/wiki/General_Certificate_of_Education) *Ordinary Level Certificate*  Henderson Secondary School, Singapore | Jan ’03 to Dec ‘06 |
| **Language and IT skills** |  |
| Oral: English, Mandarin  Written: English, Mandarin  IT Skills: MS office, Bloomberg Terminal, Sunguard, Eagle Investment System | |