**Yee Yan Hui Sheena**

BLK 432 Tampines Street 41 #12-549 Singapore 520432

Mobile: 90601687

Email: yee\_sheena@hotmail.com

# CAREER OBJECTIVE

* An experienced hire with the commitment to apply my current financial knowledge and enhance my competency in the banking sector.

# WORK EXPERIENCE

**Fund Accountant**  Feb 2013 – Present

# Bank of New York Mellon

* Generation of daily Net Asset Values for equity and bond funds
* Posting of trades, FX, futures, OTC swaps and options
* Processing of corporate actions and engaging in price checks
* Responsible for cash and asset reconciliation
* Monitoring overdrafts, coordinating new fund opening and termination of funds
* Generating full accounting reports (Balance sheet, P&L) and managing client queries
* Successfully implemented online platform to enhance client access to reports
* Mentoring of new hires for the team
* Promoted to a checker role within 1 year and advanced to Fund Accountant II within 2 years

# EDUCATION

Royal Melbourne Institute of Technology (RMIT University) 2010 - 2012

Bachelor of Business (Management)

* Specialisation in Finance
* Attained Top Student Award
* Degree with Distinction

Tampines Junior College Singapore 2007 - 2008

* GCE A Level

Pasir Ris Secondary School Singapore 2003 – 2006

* GCE O Level

Tampines North Primary School Singapore 1997 – 2002

# CURRICULAR ACHIEVEMENTS

High Five Youth Volunteer Group (Central Singapore CDC) 2007 - Present

* Organize meaningful events for different beneficiaries such as Old Folks Home and Orphanages
* Organize networking events to promote cross-cultural appreciation
* Receive awards by Central Singapore CDC for outstanding voluntary leadership and commitment

Student Leader 2004 – 2006

* To represent the school at various public events
* To be a voice for the rest of the student body
* Received the Edusave EAGLES Award for outstanding leadership

**SKILL SET**

# Language Skills

 Proficient in written and spoken English and Mandarin.

 Good communication and presentation skills.

# IT Skills

* Good grasp of Microsoft Office software such as Microsoft Word, Excel and PowerPoint.
* Proficient in Bloomberg, IDC and Thomson Reuters
* Familiar with SWIFT instructions

# Additional Information

* Keen and inquisitive mind in learning and sharing.
* Can be a good team leader and a team player.
* Enjoys a good read and sports such as canoeing, dragon-boating and badminton.