****Name: Tan Jie Lun   
Address: Blk 736 Woodlands Circle Road #07-515 Singapore 730736   
Contact Number: 86300691  
Email Address: [JL3517@hotmail.com](mailto:JL3517@hotmail.com)   
LinkedIn: https://sg.linkedin.com/in/jltan

***<Hard Worker, Quick Learner, Team Player>***

**Education**  
Institute of Study : Royal Melbourne Institute of Technology

Certification : Bachelor of Business (Economics & Finance)

## CCA and Achievements

|  |  |
| --- | --- |
| Academic Achievements | Year Attained |
| English Language Test (Top 25%) | 2013 |
| Edusave Scholarship | 2007 |
| Edusave Scholarship | 2006 |
| CCA and non-academic Achievements | |
| Peer Assisted Learning Program (PAL Leader) | 2014 |
| Infantry Leader (3SG) | 2010 |
| CIP Gold Award | 2009 |
| National Youth Achievement Award | 2007 |
| Singapore Youth Festival Bronze Award (Drama) | 2007 |
| Singapore Youth Festival Bronze Award (Drama) | 2005 |

## Additional Skills

* Proficient in Microsoft Word, Access, Excel and PowerPoint
* Proficient in Excel Pivot Tables, VLOOKUP, Macro creation and basic VBA.
* Proficient in written and spoken Mandarin and English
* Strong understanding of Macroeconomics and public speaking skills allowed me to take up position of PAL leader in university
* Equity valuation (Fundamental analysis)
* Exchange Rate Forecasting

## Professional Experience

## Bank of America Merrill Lynch Operation Analyst (Payments and receipts – Clearing team) Jan 2016-Present My job scope consists of time sensitive BAU tasks which require close collaboration and coordination with members of different local and overseas teams. I had in-depth expertise in the following areas.

* In depth working knowledge of outward and inward cheque clearing cycles and processes. This includes cut-off timings, e-vouchers, direct marks etc.
* Main controller of out-clearing commercial cheques, lockbox cheques. Involved in processing of settlement letters, cash letters, house cheques, DDA setup verification and cancellation etc.
* Generation of daily reports for balancing of chequing amounts and volumes
* Daily posting of accounting entries into internal accounting system
* Daily processing through cheques clearing systems (FECTS, BECTS, CashPro)
* Shortened time required for cheque retrieval process via FECTS and CITS to assist clients and internal teams
* Familiar with the CTS by-laws, Cheque 21 remote deposits, SOX and OFAC legislation etc
* Created a macro excel worksheet to facilitate daily balancing of cheque amounts (in case of outages) which includes detailed explanation on how to trace them.
* Incorporation of risk management in every aspect of my work and introducing changes in internal timings and processes to reduce operational risks.
* Voluntarily participating in 2 projects.   
  i) SDIC-SL softcopy recon - to assist commercial team in reconcile their accounts in preparation for Singapore Deposit Insurance Scheme rollout.   
  ii) GBS to GPP upgrade (Migration of data between operating systems). This involves migration of DDA mandates wave by wave from GBS and source documents and manually input them into GPP. This involves attending meetings to understand the broad implications on how STP and GPP-GBS integrated systems affect different lines of businesses.   
  iii) Proficiency in Excel allowed me to introduce excel functions to reduce repetitive processes in Manuel DDA migration

**CPF Board**

Administrative Assistant (MSH ops) May 2015-July 2015

My job scope entails the sharing of roles and responsibilities with other executive officers. This includes

* Processing, approval and rejection of applications for MediShield coverage
* Conduct transactions with regards to the MediShield Scheme
* Drafting letters and sending them out to CPF members, and liaise with them over phone for approval/rejection of forms and applications.
* Batching of applications and forms and sending them out for data entry.
* Liaising with Companies with Integrated Plan coverage and communicating with them for approval of opt out/termination of MediShield Coverage

**Nordic Flow Control Pte Ltd**Accounts assistant Nov2013 - Dec2013

* Filing and sorting of past tax invoices, delivery orders, purchase orders in chronological order in preparation for audit
* Keying in purchase orders, delivery orders, tax invoices, shipping bills, airway bills, goods receipt number into the company’s enterprise resource planning system
* Tallying statement of accounts sent over by other companies, to ensure there are no outstanding amounts to be paid
* Preparation of payment vouchers and cheques to be sent out to payees, and liaising with payee company on method of delivery
* Tally bank statements with the accounts ledger and ensure there is no discrepancy in payment

**OCBC Limited Singapore**  
Bank admin processor, Loan Operations Department August 2012 - December 2012

* Reorganising specimen cards in structured order, and compiling an excel listing to facilitate reconciliation with images
* Scan, index and store hire purchase documents that are to be archived
* Teach new interns about the documentation process of hire purchase agreements
* Vetting, approving and rejecting incoming applications for inter-bank Giro financing from clients
* Drafting and sending of rejection letters to end customers
* Involved in project ALPS to convert existing and new car financing customers from non-automated repayment modes to GIRO, DDA and Internet Banking

**Arvato Bertelsmann**  
Agreements Processor April 2012 - July 2012

* Implemented Dual level maker-checker system to prevent SOX errors.
* Making regular correspondence with end customers, channel partners and re-sellers all over Asia region through Microsoft's internal email system
* Proficiency in Mandarin allowed me to tackle contracts that are in Traditional Chinese (Taiwan) and Modern Standard Chinese (People's Republic of China, Hong Kong) without difficulty. It also enabled me to communicate with re-sellers and channel partners via email

**Singapore Armed Forces**Assistant Chief Clerk Mar 2010-Mar 2012

I demonstrated leadership skills and physical ability during Basic Military Training and was sent to Specialist Cadet School and posted in the infantry vocation, and subsequently to 5 SIR. I was assigned the position of Assistant Chief Clerk in the S1 Manpower Branch.

* Demonstrated ability to pick up the tasks and responsibilities independently
* Generation of daily Routine orders and reports specific to the military
* Managed a 10-12 man team of administrative assistants
* Well experienced in Microsoft Office, Word, PowerPoint and Excel
* Planning of monthly duty rosters and managing last minute changes
* Achieved 98.5% for the Manpower Audit with respect to the S1 Branch in preparation for ATEC
* Data entry for matters specific to the military