**Ng Chee Seng**

**Personal Details**

Mobile : 97922248

Home : 67600262

Email : [ncs@live.com.sg](mailto:ncs@live.com.sg)

**Education**

**Singapore Institute of Management** Aug 2007 – Sep 2010

**University Of London**

Bachelor of Science in Banking and Finance

Upper Second Class (2:1)

**Ngee Ann Polytechnic** Jul 2001 – Jun 2004

**School of Mechanical Engineering**

Diploma in Engineering Informatics

**Work Experience**

**Citco Fund Services Pte Ltd**

**Shared Services Center**

Fund Accountant (Supervisor) Mar 2015 - Present

* Assist in ad hoc management projects such as monitoring/tracking of team’s KPIs and head count allocated to clients
* Documenting work procedures to ensure consistency and integrity of deliverables to clients
* Assist in migration of specific daily duties/functions (e.g. PNL check) to Manila office
* Conduct cross training for 2 different teams to ensure smooth handover and coverage of daily duties and NAV deliverables

Senior Fund Accountant Jan 2014 – Mar 2015

* Preparation/Generation of Net Asset Value calculations, financial statements and associated reports on a weekly and monthly basis
* Preparation and review of weekly and monthly fees computation
* Lead migrations & new fund launches to successful completion
* Assist management in supervising and training junior staff on daily operations and ad hoc tasks
* Planned work allocation and conducted internal product training for team of 10
* Team representative for conducting UATs on new in-house systems during beta phase

Operations Analyst Jan 2012 – Dec2013

* Prepare daily trade, position and cash reconciliations for various hedge fund clients including break resolution for outstanding items
* Processing and verification of corporate actions for securities held in client portfolio (i.e. stock splits, cash and stock dividends, merger and acquisitions)
* Act as liaison for brokers, clients/investment managers and auditors to resolve queries and report/escalate any issues on a weekly basis.

**Sing Investment & Finance Ltd** Feb 2011 – July 2011

**Credit Risk and Control**

Credit Risk Analyst

* Performed customer due diligence such as KYC monitoring and AML/CFT checks
* Performed financial and risk analysis of new and existing corporate borrowers so as to provide independent credit risk assessment and recommendation to assist in management’s decision
* Conducted periodical credit review on a portfolio of corporate borrowers
* Ad hoc projects on improvising/establishing credit risk management controls, systems, procedures and policies
* Improved share monitoring system for ease of share counter tracking
* Part of the equity analysis team to conduct research and provide recommendation on Singapore Share Counters (REITs)

**United Overseas Bank Ltd** Aug 2010 – Dec 2010

**(Group Retail - Risk and Decision Management)**

MIS – Bank Officer (contract)

* Data collection/cleansing for Mortgage scorecard development and data conversion from historical storage to database format
* User acceptance testing and data mining/analysis using SAS program
* Research and analyse local property and demographic data
* Generation of monthly management reports for retail financial products and program enhancements for report generation procedures
* Automated data conversion process for mortgage database using VBA
* Introduced faster, more efficient way of capturing data on PDF documents for database conversion

**Oversea-Chinese Banking Corporation Ltd** Oct 2009 – Feb 2010

**(Business Banking - Project and Quality Management)**

Intern

* Involved in several projects that require processing and refinement of large amounts of data through the use of Ms Excel and Siebel CRM system (i.e. Compiling information for monthly and daily reports on KPIs, charts and pivot tables)
* Analyse trends on KPIs for forecasting purposes
* Data querying/refinement/analysis using Microsoft Access (SQL)
* Deliver basic personalised service over phone for corporate clients
* Improvised KPI dashboard for efficient processing of information leading to significant time saved
* Automated process of tracking business TD accounts nearing maturity date using Macros (VBA)
* Initiated and developed new form interface for record entry and extraction purposes with Ms Access

**Computer Skills**

* Microsoft Office Suite (Word, Excel, PowerPoint, Access)
* AS400, Aexeo
* SAP, SAS
* Visual Basic, VB.Net
* Bloomberg, Reuters

**Language Proficiency**

* Fluent in English and Chinese(Mandarin)
* Conversational proficiency in Cantonese