CHRISTINE LIM

**Address: Blk 34 Bedok South Ave 2 Singapore (460034)**

**Email:** [**mschristinelim90@gmail.com**](mailto:mschristinelim90@gmail.com)

**Mobile number: +6594369838**

**Nationality: Singaporean. Gender: Female**

# CAREER OBJECTIVE

An enthusiastic individual who is keen to strive in the Asset Management industry and to contribute to this challenging and dynamic industry.

# EDUCATION

Professional Qualification:

**CFA Institute Investment Foundations certificate program (Claritas)** 2016

**Capital Market & Financial Advisory Services (CMFAS)** 2014

* M5 ( **Rules And Regulations For Financial Advisory Services)**
* M9 ( **Life Insurance And Investment-Linked Policies)**
* M9A ( **Life Insurance And Investment-Linked Policies)**

**Singapore Institute of Management (SIM)** 2011 to 2014

**University of London**

* Bachelor of Science (Honours) in Accounting and Finance

**Nanyang Polytechnic**

* Diploma in Accountancy & Finance 2008 to 2011
* Awarded an certificate of achievement for

outstanding performance for an

Teaching Enterprise Project, Business Services Centre in 2010

* Awarded Director’s List in 2009

# WORK EXPERIENCE

**Citco Fund Services (Singapore) Pte Ltd** Jun 2015 - Present

**Fund Accountant**

* Involved in performing the full NAV cycle for a total AUM of USD 600 million in hedge funds – Master-Feeder structure, Single structure, and Special Purpose Vehicle and Side pockets.
* Involved in the preparation of Net Asset Value (NAV) calculations,   
  financial statements independently within deadlines.
* Handled fund liquidation process and transferring of administrator.
* Learned various performance fee calculation method – HWM, hurdle - Index tracking.
* Involved in calculating New Issue Income.
* Acquired knowledge in Fixed Income instruments, Equities and   
  Derivatives – Equity Swap, Futures, and Forwards, REITs and OTCs – Participatory note, warrants.
* Handled Corporate Action events – Dividend, Stock Dividend, Bonus Issue, Rights Issue.
* Acquired the skill of using In-House system and  
  Market system fluently– Ephesus.
* Completed migration of funds between systems internally for two key clients.
* Performed weekly and monthly reconciliations for hedge funds.
* Handled and raised payments for all fund-related expenses.
* Maintained good day-to-day relationship with co-workers, investment   
  manager and auditors.
* Assisted in training, coaching new staff and ad-hoc projects internally.
* Nominated and involved in the committee to plan annual   
  company events – Summer Party and Dinner and Dance.

**VCG Partners Pte Ltd   
(A Subsidiary of VinaCapital Group Ltd )** 2014 to 2015

**Investment Associate**

* Involved in the day to day operations of the Singapore Office
* Handled the accounting functions for the Singapore Office
* Raise payment request and prepare Bank Reconciliation to be submitted to our Headquarters(HQ) in Ho Chi Minh City
* Assisted and involved in the preparation of the Retail LMFC application
* Assisted primarily in liaising with the lawyers for the Retail LMFC application
* Involved in investment committee meetings
* Attended networking events and meetings with prospective business partners for private equity deals

**Reason for leaving:**

I wish to further equip myself with the relevant technical knowledge to grow and create a competitive edge as an individual in a more dynamic environment.

**Maybank Singapore** June to Sept 2013

**Temporary Trade Finance Assistant (Contract)**

* Involved in the day-to-day operations of Export Bills unit
* Acquired the skills and fluent in using FITAS system
* Tasked to maintain the processing of documents transactions  
  using FITAS system for the following functions:
* export negotiation (NG)
* export collection bill ( BP )
* Letter of credit
* Reimbursement claim (RC)
* Account payable and receivable

**Backup and assist officer:**

* Assist various processing officers in the department in the day-to-day operations
* Teach and guide temporary staff

# TEACHING ENTERPRISE PROJECT (TEP) ATTACHMENT

**Business Services Centre**

* Involved in client projects for mystery shopping
* Assigned as the assistant leader and in-charge of the

planning, executing and generating of the report for client projects

* Prepared time and cost budget for the project

**Accounting Services Centre**

* Acquired the skills of accounting software, DacEasy

# CO-CURRICULAR ACTIVITIES

**Singapore Institute of Management (SIM)**

Tchoukball Club 2011 to 2014

* Actively involved and currently representing the school team

to participate in Inter-university championship, Inter-varsity

championship and other competitions

* Involved in the Executive Committee as Events Manager
* Assisted to attain club’s goals and vision

**Nanyang Polytechnic**

School of Business Management Club 2009 to 2010

* Involved in the academic club as a sub-committee member
* Appointed to lead and plan internal events for the school-

Freshman orientation camp 2009 and Orion singing competition

* Achieved successful events with positive feedback

from lecturers and participants

# WEB-CENTRIC SKILLS

* Fund Accounting Systems – Aexeo, Ephesus.
* Bloomberg
* IT Competency – Proficient in MS Word, MS Excel, MS PowerPoint , FITAS system

# LANGUAGE PROFICIENCY

* English and Mandarin (Written and Spoken)

# Availability:

* One month notice period

# Expected Salary:

* SGD 4,500 (negotiable)