**Tan Pei Wei (Jasmine)**

(65) 9298 8345 | jasminepw93@gmail.com

**PROFESSIONAL EXPERIENCE**

**Citibank N.A., Singapore Branch (Institutional Clients Group)** Aug 2016 – Present

*Senior Fund Accountant*

* Deliver daily, weekly and monthly NAV and unit pricing
* Perform accounting matters for Unit Trusts, Insurance-Linked Funds, Managed Portfolios, Private Equity and Investment funds for APAC regional clients
* Manage over 40 funds for 2 institutional clients concurrently
* Prepare and review bank and stock reconciliation, unit holding, balance sheet and income statement
* Attend to client queries through interaction with fund managers, trustees and internal stakeholders thus ensuring service delivery to clients
* Ensure timely delivery of accurate NAV with efficient review as a checker
* Facilitate in coaching and developing new hires by imparting skills and knowledge and to maintain positive team spirit
* Strong involvement in periodic UAT process to enhance work flow
* Liaise with auditors, including preparation of financial information and reporting to MAS

**Omnibridge Capital** Dec 2015 – Jun 2016

*Director’s assistant (Internship)*

* Supported director in analysing venture capital financing opportunities from assessing potential deals and conducting due diligence
* Performed in-depth industry, market and company research as part of investment team
* Worked closely with company heads and entrepreneurs to support internal buying in efforts
* Prepared research papers and presentation kits for companies and start-ups
* Networked closely with existing and potential clients to ensure problems are solved quickly

**OCBC Bank (Global Consumer Financial Services)** Feb 2012 – April 2012

*Finance Intern*

* Managed bank’s expenses through OCBC Expense Tracking System
* Responsible for order acquisition, fulfilment and invoice processing from suppliers
* Generated Expense Analysis Report to head of CFS for final cheque issuance to suppliers
* Participated in ad hoc projects for OCBC Premier Banking Branches

**EDUCATION**

**Royal Melbourne Institute of Technology (SIM)** Jan 2014 – May 2016

* Bachelor’s Degree in Economics & Finance)

**Nanyang Polytechnic (NYP)** Apr 2010 – Apr 2013

* Diploma in Banking and Finance (School of Business Management)

**CHIJ St Nicholas Girls’ School** Jan 2006 – Nov 2009

* GCE O Level Science Stream

**LEADERSHIP AND CO-CURRICULUM ACTIVITIES**

**CHIJ SNG Track & Field Team** Jan 2006 – June 2009

* Participated and won different medals in North Zone competitions
* Represented school in Nationals

**CHIJ SNG Cheerleading Team Captain** Jan 2007 – Jan 2009

* 2nd place in annual sports day for 2008 and 2009

**CERTIFICATIONS AND ACCOMPLISHMENTS**

**NYP Entrepreneurship Day:** Distinction Award for business idea by CEOs from different companies

**CMFAS:** M5, M9

**CFA Level 1 Candidate:** Dec 2017

**OTHER INFORMATION**

**Language Skills:** Effectively bilingual in English and Mandarin

**IT Skills:** Proficient in Microsoft office applications, Bloomberg, Reuters, IDC

**Interests:** Diving, Travelling and Yoga