**Gan Kai Yi**

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**Brief Introduction**

Graduated from University of London (UOL), BSc (Honours) in Banking and Finance

**ACHIEVEMENT AND SKILLS**

* Achieved Top 10 in Saxo Trading Talents Asia Pacific 2016 (Multi Asset Trading Competition)
* 2 years of retail trading experience (Price action candlestick trading with fundamental analysis)
* Competent in English and Mandarin (written and verbal)
* Moderately proficient in C++ programming

**EDUCATION**

**University of London**  Aug’13 – Aug’16

* BSc (Honours) in Banking and Finance

**Republic Polytechnic**  Apr’08–Apr’11

* Diploma in Business Computing

**WORK EXPERIENCE**

**DBS**  Dec’16 - Present

*Analyst*

■ Generate reports from Murex and prepare cash flow reports for traders

■ Reconcile GL against cash flow projection report of previous day value

■ Check for failed receipt, payment and discrepancy of treasury funds

■ Escalate failed trade to relevant departments & Investigation Team for follow-up

■ Ensure minor agent accounts are funded through funds transfer from main agents when necessary

**SCIEX**  Jul’14-Aug’16

*Accounts Assistant*

■ Handle day to day accounts payables function (processing of suppliers’ invoices)

■ Liaise with suppliers and buyers to ensure payment of invoices are made promptly

■ Assist and help out in internal and external audit processes

■ Monitoring and reconciliation of AP aging & vendor records

■ Preparation of monthly reconciliation on timely basis

**NTU Ventures Pte Ltd**  May’11-Jul’11

*Intern*

* Managed and help out on various event matters
* Created new business work flow using Bonita Soft
* Assist mentors in ad hoc start-up incubator process

**Olympus Singapore** Feb’10 – Apr’10

*Sales & Marketing (Intern)*

* Create brand awareness via Olympus various social media platforms
* Involved in official Olympus promotion events (IT Show, Product Launch)
* Handled visual merchandising at retail outlets to improve sales