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**JOREEN HO**



SuMMARY



education

* *Possess drive, initiative and high level of responsibility;*
* *Ability to work independently and also collaboratively in a team;*
* *Meticulous, fast learning with positive learning attitude and ability to multi-task;*
* *Able to perform under pressure while adhering to tight deadlines;*
* *Able to prioritize and adapt to the changing environment.*

2010 - 2013

James Cook University

Bachelor of Business

Double major in Marketing and Tourism

International Campus, Singapore

2007 - 2008

Serangoon Junior College

GCE ‘A’ Level

*Singapore*



WORK EXPERIENCE

*September 2016 - Present*

*MUFG Fund Services* – Reconciliation Accountant

Singapore

* Production of daily, weekly and monthly operational deliverables, preparing daily cash, position, trades reconciliation;
* Investigating all trade, position or cash breaks and answering any queries in a timely manner;
* MV reconciliation, pricing and tolerance checks, dividend/interest reconciliation;
* Break resolution for all open items with the brokers or clients;
* Assist in new client onboarding processes or existing migrations;
* Participate in regular operational meetings to review any client and new business requirements ;
* Work with Business Analyst on a daily basis on any open issues and also to increase efficiency of work processes;
* Assist in User Acceptance Testing of for all in house system enhancements;
* To assist line manager in any ad-hoc projects when necessary.

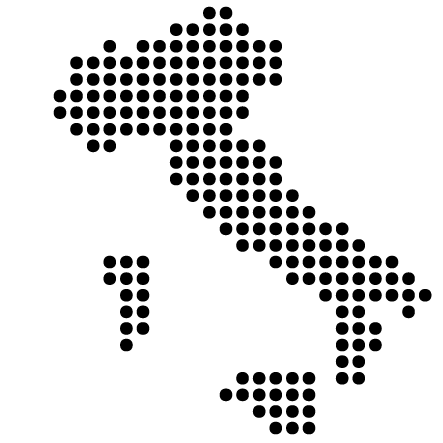
2003 - 2006

Bartley Secondary School

GCE ‘O’ Level

Singapore

Languages



*May 2014 - August 2016*

*BNP Paribas Securities Services*  – Fund Accountant

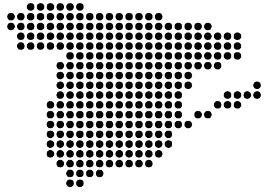
Singapore

* Preparing and reviewing daily, weekly and monthly NAV funds;
* Performing daily cash and position reconciliation;
* Investigating cash and position breaks and resolving them;
* Handle funds that consist of equities, fixed income, FX, MM, options, futures, etc.;
* Prepare NAV calculation for monthly fund of hedge funds;
* Ensure NAV calculations are accuratrely prepared and in line with operational manual and that daily reports are delivered timely with multiple cutoffs to be met;
* Liaise with different support functions (Custody, TA, Trustee, Pricing, CA etc.) to ensure that NAVs are delivered promptly to meet agreed KPIs;
* Review and update operational procedure on a regular basis;
* Handle and resolve client queries in a timely manner;
* Work with Client Service Managers to resolve delivery matters and ensure any action points agreed are completed within expected timescales;
* Assist in the preparation of financial consolidation and answer audit queries;
* Participate in regular operational meetings to review any client and new business requirements;
* Participate in User Acceptance Testing to improve internal processes and assist in any new client take-on/migration and fund termination.



ENGLISH *- fluent*

0,15



CHINESE – FLUENT

0,15



SKILLS

advent geneva

multifonds

bloomberg terminal

microsoft office

0,15

0,15

0,15



6 ans d’expériences dans le domaine de l’évènementiel

Connaissance de l’industrie pharmaceutique et ses compliances

Capacité de travailler sous pression et dans un environnement multiculturel

Management d’équipe

Excellente aptitude à communiquer en 5 langues

Etude des situations et orientations stratégiques

Excellentes capacités de négociation et force de vente

COMPETENCES