**MISS. NG RUI FENG GILLIAN**

**Nationality:** Singapore

**Age:** 28

**Gender:** Female

**Marital Status:** Single

**Language:** English, Chinese

**Contact Number:** 81638521

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

**OBJECTIVE**

Establish a career in financial/investment area and to contribute and support the management in managing its functions.

**EXPERIENCES**

**Nomura Asset Management Singapore Limited (July 2012 – Current)**

* Assistant Manager (Fund Administration) – responsible for signing off the daily cash management and reconciliation for equity, bond and mutual fund accounts.
* Perform monthly NAV checking and signing off valuation report customizing to clients’ needs and ensuring accurate and precise information is delivered.
* Provide trade support and full trade lifecycle from trade matching to settlement. Ensure equity and bond trades, as well as foreign exchange and futures instructions are in place; liaise closely with traders, brokers and custodians to avoid fail trades. Also, raise queries to prime brokers and administrators to work on discrepancies found in cash statements.
* Ensure that the Mutual Fund Short Sell Reports Positions are correct; support traders with the daily stock availability report. In addition, provide Future trades support to Fund Manager and verify that the report is reflecting the true positions.
* Manage the asset servicing area to ensure all mandatory and voluntary corporate action events, and proxy voting for the funds are processed and instructed accordingly; verifying our holdings and custodians are the same.
* Contribute to broker review meetings to provide feedback and evaluation on the service rendered; support in getting information ready for the launch of new accounts; also supervise and provide guidance to team members in the daily tasks.

**IBM Singapore Private Limited (End December 2011 – End June 2012| TERM ROLE)**

* Services Fulfillment Professional – responsible for Account Receivables dispute resolution and unbill cash management for Asia Pacific and Japan.
* Prepared unbill reports to global level; participated in global conference calls.
* Prepared and consolidated information for Asia Pacific project; shared files to global level for further analysis and review.
* Prepared and shared billing reports (Asia Pacific and Japan) for monthly operational scorecard reviews; as well as matrix for new project.

**Bank of Nova Scotia, Singapore (End August 2011 - Mid November 2011| TERM ROLE)**

* Accounting Officer (Treasury) – responsible to assist in the migration from the old system to the new system, as well as ensuring accuracy in its shift.
* Daily monitoring of credit ratings and counterparty limits and raised notification when a changed is observed.
* Prepared documentations for the purchase and selling of gold, T-bills; bonds, floating rate notes, guarantee fee, bond and interest rate swaps.
* Weekly preparation of CAMRA pricing report; assisted in K2 report and reconciliation reports.

**Seletar Country Club (June 2010 – Mid September 2010| TERM ROLE)**

* Accounts Assistant (Accounts Receivable) - responsible for the management of daily cash sales.
* Accountable for preparing and issuing reminder letters to members, debit members’ account, golfer’s insurance claims, staff transport claims, as well as daily NETS/VISA transactions management.
* Prepared monthly statements for audit and IRAS.

**Singapore Telecommunications Limited (End June 2009- End August 2009| TERM ROLE)**

* Administrative Assistant (Sales) - marketed SingTel’s services such as BroadBand-On-Mobile (BBOM) and other internet services related promotion.
* Sourced for potential customers and pass on the lead to Sales Managers to follow up.
* Appointed by the Deputy Director and Marketing Manager to promote a new technology to existing customers.
* Guided two new temporary staff in marketing the new technology.

**OCBC Securities Private Limited (August 2008- October 2008)**

* Internship (Finance) – handled the Share Borrowing & Lending account, Managed Account, and also the maintenance of registration of interest in securities (Form 15).
* Responsible for funds transfer between accounts.
* Prepared reconciliation statements, recorded dividends received.
* Prepared the General Ledger Book Balance for the Head of Finance.

**EDUCATION**

* **BSC (Honours) Banking & Finance**

University of London

Graduated in 2011

(Elective units: Human Resource Management, Principles of Marketing, Elements of Social and Applied Psychology)

* **European Summer School - Europe in 2020**

Institute for European Policy

Prague, Czech Republic 2011

* **Diploma in Banking & Financial Services (Fund Management & Administration)**

Nanyang Polytechnic

Graduated in 2009

* **Degree Programme in International Trade Studies**

South Karelia University

Lappeenranta, Finland 2008

(Graded Excellent for Customer Service and Marketing Logistics, Alliances & Partnerships, and Cross Cultural Communication)

**SKILLS**

* Proficient in Microsoft Office (i.e. Word, PowerPoint, Excel)
* Familiar with ACCPAC system
* Familiar with Club2000e system
* Familiar with BankMaster and BankMaster+
* Familiar with Xenos, Gamma, GX, BBH, Telekurs, Bloomberg, Omgeo ALERT, Omgeo CTM, Charles River

**LEADERSHIP & ACTIVITIES**

* 2007- NYP Freshman Orientation Help Out
* 2005- Station Inspector, National Police Cadet Corps (NPCC)

Vice Chairman (Class Committee)

**ADDITIONAL**

Eager in establishing network and building good relationship with people; seek to gain exposure to the various functions in the organization and also engaging in sports activities.

**REFREES**

1. Lim Hui Hoon - 96979402 (IBM Manager)
2. Angel Yeo - 98317202 (Seletar Country Club Manager)
3. Ng Shin - 91792268 (Singtel Manager)