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| **Name:** | **CYNTHIA THANE** |
| **Nationality:** | **Singaporean** |
| **Education Details:** | SEPT 2011 – JUL 2014: UNIVERSITY OF EXETER, UK   * BA (Hons) Accounting & Finance * Relevant modules: Financial Accounting, Management Accounting, Audit, Corporate Law, Corporate Finance, Financial Reporting & Analysis, Corporate Governance Accountability & Audit, Foundation Certificate in Economics, Finance & Management * Achievement: Certificate of Distinction with Dean’s Commendation |
| **Computer Experience:** | * Proficient in Microsoft Office such as Word, Excel & PowerPoint. Basic coding (Python) |
| **Languages:** | * English and Burmese – Native spoken & written * Chinese (Mandarin) and Japanese – Basic conversational |

**Employment History:**

**JAN 2015 – TO DATE: PARTNERS GROUP (SINGAPORE) PTE LTD**

**Fund Accountant**

* My core task includes monthly accounts and net asset value finalization with the main focus on infrastructure and debt asset classes
  + Received feedback from Team Head that I produce immaculate reports and net asset value in a timely and organised manner. I am given responsibility for preparing 14 products and reviewing 16-20 products based on monthly allocation.
  + Promoted from Assistant rank to Analyst rank in December 2016.
  + Recognised by Global Head of Fund Control for being a strong role model to the rest of the team.
  + Praised by Head of Debt Fund Control for possessing excellent communication skills.
  + Commended for identifying & resolving Issues that I was not asked to, eg. Liquidation process in which there was an unclear service catalogue for shared stakeholder responsibilities – this protected the organisation from revenue & reputational loss.
  + Developed critical thinking and problem–solving skills by managing and reconciliation of accounts as the transactions come in from different teams in the company.
  + Analysed closing, periodic management fees and performance fees calculations. Checked that the products have been invoiced correctly in terms of expenses and cash flow pertaining to both investors and investments.
* Took the lead in projects which improve and streamline the processes, procedures and controls of the business unit while collaborating closely with the global business units.
  + Initiated and volunteered in projects such as Product Primer and Trainings for New Joiners - both of the projects ensure consistency in data and training materials across Client Services and Accounting team respectively. These projects developed interpersonal and communication skills.
  + Proposed and lead a project which ensures quality assurance and complete data from the accounting to be uploaded to the online portals available to all the investors and internal stakeholders. This project increased understanding of the upstream and background operations and systems better.
* Coached and mentored 2 junior accountants in terms of technical knowledge and how to manage various stakeholders.
* Reviewed legal documents (including but not limited to agreements, constituent documents and side letters) related to the funds and ensured compliance to all stakeholders and clients.
* Reviewed the annual audited financial statements that comply with different accounting standards (IFRS, US GAAP and LUX GAAP) and monthly internal/external quarterly investor reporting.
* Acquired knowledge of investment structures (Closed ended and semi-liquid funds)
* Liaised with numerous third party service providers (Fund administration, Custodian and etc.) for some funds which are outsourced for regulatory reasons.

**Internship History:**

**MAY 2013 – JUN 2013: NATIONAL UNION OF STUDENTS, UNITED KINGDOM**

**Green Impact Auditor (Summer Internship)**

* Collaborated on a project with National Union of Students(NUS) and University of Exeter
* Improved decision–making skills by making judgments on audit criteria
* Established a sense of professionalism and independence through questioning and observing the clients
* Learnt the vital importance of thorough planning within a short time span

**JUN 2010 – OCT 2010: MEDITERRANEAN SHIPPING COMPANY (MSC)**

**SINGAPORE**

**Finance Assistant**

* Recorded invoice transactions of costs and expenses of container ships at shipyards
* Developed good verbal and listening skills
* Enhanced numeracy skills by producing accurate account records
* Excelled in time management under pressure

**SEPT 2012 – APR 2013: UNIVERSITY OF EXETER**

**Student Helper (Part Time Job)**

* Assisted students with UCAS and UK Visa application
* Developed networking skills as the job required communication with people of different nationalities
* Improved ability to listen attentively and to be patient

**JUN 2012 – AUG 2012: QI GLOBAL PTE LTD**

**Social Media &Marketing Associate (Summer Internship)**

* Managed a team to promote and assist projects, “Urban Eco–Warriors” and “Building Innovation Culture(BIC)”
* Acquired interpersonal and communication skills with clients and co–workers
* Nurtured my commercial awareness through the search for sponsors and media

**Additional Information:**

Achievements

2013 – 2014: Exeter Award

* Awarded the Exeter Award which engages students in skills sessions, training courses, work experience and voluntary work

2012 – 2013: Vice President & Treasurer of International Society (University of Exeter)

* Developed leadership, teamwork and organisational skills by initiating and planning events for the society members with committee members
* Managed a strict budget which enhanced ability to pay attention to detail
* Developed analytical skills by evaluating the previous and current years’ budget to help forecast the following year’s budget
* Proficient in marketing skills as the society needed promotion to the sponsors and members

2006 – 2007: Overall–In–Charge (OIC) of National Police Cadet Corps (Crescent Girls’ School)

* Managed the society/club and showed perseverance
* Received recognition by being ranked as the only Station Inspector in Area 14 for the year
* Fostered strong discipline and teamwork skills with squad mates and other cadets

Interests

* Taekwondo: Participated in Singapore National Championship (Silver), Inter–school Competition (Silver) and Friendly competition with Taiwan (Silver & Bronze)
* Korfball: Competed in inter–universities annual tournament organised by University of Cardiff