**EDUCATION**

## University of London August 2011 – May 2013

* Graduated with Bachelor’s Degree with Honors in Accounting and Finance

## Nanyang Polytechnic April 2008 – May 2011

* Graduated with a Diploma in Accounting and Finance

**CHIJ St Theresa’s Convent**   **January 2004 –December 2007**

* Completed GCE ‘O’ Levels

**Pei Chun Public School January 1997 – December 2003**

* Completed PSLE

**WORK EXPERIENCE**

**Standard Charted Bank June 2014 – Current**

**Operations Analyst (Corporate Actions Asset Management)**

**(Private Banking)**

* Support Corporate Actions in Global Markets dealing with derivative/ Equity/ Structured products
* Receive corporate actions announcements from Exchanges, custodian Banks and Depositories and take proper actions for different entitlements
* Diarize corporate actions announcements daily and keep good record of each event (T24 System)
* Work with custodian banks to follow-up on outstanding items affecting corporate actions support
* Make decisions based on internal procedure Manual / Operational Policy Guidelines issues by the bank
* Ensure transactions are done in and in accordance with the bank operational menu, desk instructions, compliance and regulatory requirements
* Ensure that all non voluntary / voluntary corporate action announcement are communicate to the Product Manager promptly
* Ensure all replies received for the non voluntary corporate action announcement are consolidated and revert to Securities Services latest by the cut-off date
* Ensure that all payments for redemption/ maturity / periodic payout for all investment products one day after the proceeds is identified and reconciled
* Track and maintain status of all requests and response.
* Ensure to notify Credit Control &/or Lending Operations promptly on maturity of Structured products / Bonds with Lien
* Ensure to liaise with Credit Control &/or Lending Operations on the disposal instruction of the maturity proceeds
* Ensure all settlement instructions are done before the settlement date for shares delivery as a result of Equity Linked notes (Bloomberg / Reuters)
* Ensure all outstanding items or discrepancy in MISC account Cash account / unit holdings are investigated immediately and rectified quickly

**MRI Group Pte Ltd (Contract)**  **March 2014 – June 2014**

**Accounts Executive**

* + - * Daily booking in of trade invoices eg. Oil & Gas products.
* Monthly reconciliation with respective deal desk.
* Bank reconciliation for trading bank accounts.
* Assist in preparing monthly desk allocation report (P+L reporting by product) for review
* Balance sheet and P/L
* Provide reports for the trading/ finance team
* Budgeting
* NAV

**United Overseas Bank (UOB) (Contract) November 2013 – December 2013**

* Year -end closing reports
* Extracting of financial/statistical data for compilation of management reports
* Payment processing
* Generating of PO and GR
* Billings (SAP SYSTEM)

**CORE CURRICULUM ACTIVITIES**

**Nanyang Polytechnic** **August 2008 – August 2010**

* Assisted in NYP Open House for Accountancy and Finance Course and Ultimate sport
* Member of NYP ULTIMATE Team – Represented school in various competitions
* Involved in events such as Mind Sports club, facilitated and responsible for the smooth execution of games during the actual orientation
* Involved in the blood donation event, ensuring smooth progress throughout the whole event
* Participated in NYP annual events such as the NYP Climb Run and Campus Road Run

**CHIJ St Theresa’s Convent January 2004 – December 2007**

* School team of CHIJ St Theresa’s Convent Track&Field Team
* Held the position of Sports Captain
* Involve in Leadership Camps held in New Zealand
* Represented school in the National Cross Country Girls Division

**ADDITIONAL INFORMATION**

* Fluent in English and Mandarin
* Proficient in Microsoft Office / Excel
* Strong communication skills