# Profile

Accomplished Fund Admin Senior Officer who has a history in servicing and managing segregated clients’ accounts which its investment portfolios include fixed-income securities, equities, RQFII and structured financial products such as RMBS and syndicated loans. Adept at working within deadlines and liaising with local office and third-party service providers to prepare and deliver annual and interim sets of reports to clients.

# Experience

Fund Admin Senior officer — march 2012 - October 2016

**ST ASSET MANAGEMENT LTD (wholly owned by Temasek Holdings (Private) Limited)**

• Process trades for timely settlement across various clearing houses (i.e. Clearstream/Euroclear, DTC, European local markets, QFII and Shanghai-Hong Kong Stock Connect)

* + Liaise with various brokers and custodian banks to resolve dealing-related

enquiries by emails and by phone

* + Prepares weekly investment reports
  + Ensuring securities’ prices and cash activities are reconciled correctly in

month-end NAV reports

• Distributing month-end and year-end NAV reports

# Stephanie Tan Li Fen

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• Process cash deposits, foreign exchanges and fund transfers

• Open trading, custody and cash accounts with brokers and custodian banks

• Inform brokers and banks any updates on administrative details such as change of authorized dealers, settlement instructions and directors’ resolutions

• Calculations of fund administrative fees (management, custody, accruals, fund services and etc.)

• Ensure all transactions done are properly filed for record keeping

• Process opening and closure of segregated clients’ accounts and broker trading accounts

• Obtain securities’ prices from various sources (i.e brokers and pricing vendors) if indicative valuations are not available at Bloomberg

• Disseminate any Corporate Actions (CA) to fund managers and/or analysts daily

• Ensure CA responses are sent to custodian banks for processes

• Ensure coupon/dividend payments received punctually and liaise with custodian banks and/or brokers if payments are deferred

• Monitor the investment discretionary limits for certain clients’ accounts

# Education

University of London (Lead college: London School of Economics and Political Science)

Bachelor of Science in Business and Management - 2012 - 2016

Nanyang Polytechnic

Diploma in Fund Management and Administration - 2009 - 2012