Arlene Elisabeth



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| **EDUCATION**  **EXPERIENCE**  **ACHIEVEMENTS**  **CERTIFICATIONS** | CURTIN UNIVERSITY - Bachelor of Commerce, Accounting and Finance (Double Major) - Graduated 2013  **CURTIN COLLEGE -** Diploma of Commerce - Graduated 2010  **NGEE ANN POLYTECHNIC -** School of Business and Accountancy (Accounting) - 2009 to 2010 **-** Diploma completed in Curtin College  **ST MARGARET’S SECONDARY SCHOOL** - GCE “O” Levels  - Achieved 5’A’s and 2’B’s  **CITCO FUND SERVICES - May 2014 - Current - Senior Fund Accountant -** Assisting with the preparation of Net Asset Value (NAV) calculations, financial statements and associated reports - Performing daily and monthly reconciliations for hedge funds - Maintaining day-to-day relationships with investors, investment managers, banks, custodians, brokers and auditors and other fund counterparties  **Private Equity Hybrid Fund -** Primarily of public and private debt, equity or other instruments issued by financially distressed or stressed enterprises - A range of industries and sectors - Primary economies across the Asia region – India, South Korea, China and Australia, as well as Southeast Asia (e.g., Indonesia, Thailand, Malaysia and the Philippines)  **Hedge Fund** - Dealing with Investment Managers across Asia - Daily, Weekly and Monthly P&L - Exposure to various instruments such as Equity, Bond, Swaps, Forwards, Futures, Options  - Review of NAV done by other offices  **UNITED OVERSEAS BANK (UOB) - January 2014 - April 2014**  **- Personal Banker Associate** - Insurance and Investment Training - Sales and On-The-Job Training - Understanding Customer's Financial needs - Providing them with timely information, advice and recommendation of suitable wealth management products  **INTERNSHIP - ALLIANZ ASIA PACIFIC - March 2013 - November 2013**  **Planning and Controlling Office in Property and Casualty Division**  - Prepare and consolidate monthly and quarterly monthly financial reports, as well as other financial analysis and metrics - Peer analysis for regional Allianz entities  - Other ad-hoc tasks – e.g., M&A financial analysis; market research  **SPORTS -** Student Excellence Full Color Award “Gold” in Tennis. Ngee Ann Polytechnic, 2011 **-** Student Excellence Full Color Award “Gold” in Tennis. Ngee Ann Polytechnic, 2010 **-** Captainof St Margaret’s ‘B’ Division Tennis Team  **CFA Claritas -** Claritas Program covers the essentials of finance and ethics in relation to investment roles, and provides a clear understanding of the global investment industry  **CPA Australia (Professional Level)**  **-** Ethics and Governance (Completed) - Audit and Assurance (Completed) - Strategic Management Accounting (Completed) - Financial Risk Management (Completed) |