**JOYCE LEE YIHUI**

**Address:** 4 Jalan Ampas #05-02, Singapore 329505

**Email:** joyceleeyihui@gmail.com**Contact no:** +65-96305071(mobile)

**Date of birth:** 14/07/1990

**Earliest Available Date:** Immediate

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| --- | --- |
| **Education and Qualifications:** |  |
| **Monash University, VIC, Melbourne** | 2009-2012 |
| Bachelor of Commerce (Accounting and Finance)    **Yishun Junior College** | 2007-2008 |
| GCE ‘A’ Level Certificate    **Kuo Chuan Presbyterian Secondary School**  GCE 'O' Level Certificate | 2003-2006 |
| **Employment History:** |  |

**BNY Mellon**

***Fund Accountant***  February 2016- Current

Preparing and reviewing of net asset values of the fund and preparing financial statements on a timely basis for clients and auditors.

* To accurately calculate Net Asset Values (NAVs) and determining any fees involved
* Perform daily reconciliations of cash and assets by actively adhering to standard operating

procedures

* Prepare and review of corporate actions / distributions at the portfolio level

**Cititrust (Singapore) Ltd**

***Trust Associate (3 month contract)***  October 2015- December 2015

Responding to requests from Trust Officers, Team Leader for execution of transactions or provision of information and clarification

* Responding to requests from accounting and control departments for information and clarification about accounts or related administrative issues
* Identifying and highlighting issues or problems that could pose a risk to the corporation of financial loss or damage to the corporation’s reputation
* Maintaining fiduciary documentary files according to guidelines and procedures so as to ensure that legal, fiduciary and record keeping responsibilities are performed

**Finexis Advisory Pte Ltd**

***Financial Advisor***  August 2014- September 2015

To provide both individual and corporate clients with financial advisory services, risk and wealth management solutions

* Performing comprehensive financial analysis and making strategic recommendations
* Conducting product comparisons and streamlining key insights
* Managing the execution of day to day activities of client needs

**Wheeler’s Yard**

***Operations Manager***  Jan 2013- July 2014

Supervised the day-to-day business operations of the company

* Responsible for accounts receivable and payables functions such as preparing and reviewing of invoices and bills for appropriate documentation
* Responsible for developing and establishing good customer relations
* Maintain coordination with third party events or marketing companies
* Played an active role in purchasing negotiations of our products

**Extra Curricular Activities/ Community Involvement Activities:**

**Monash University International Students Service; Member** July 2011-Feb2012

* Took on the role of team leader and game master during the winter and summer orientation period
* Helped new students meet new people and familiarize themselves with university life

**Netball; Centre**  Jan2003- Dec2006; July 2011-May 2012

* Played for mixed netball Caulfield division 2 team in Monash Sport competitions
* Played in ASEAN Games Australia
* Presented the School Colours Award for achieving excellence in Netball
* Represented school at various Inter-school competitions (i.e.: ‘B’ and ‘C’ divisions)
* Rendered service in Flag day, Daffodil Day and in Bishan Home

**Basketball; Point Guard**  Jan 2007-Dec 2008

* Top 8 in the ‘A’ division nationals
* Presented the CCA Team Merit Award for achievement in Basketball
* Helped Mercy Relief in calling donations from the general public during the tsunami period
* Participated in World Vision’s Famine Camp and experienced the harsh living conditions of those in third world countries

**Awards and Scholarships:**

**Scholarship Award** 2012

Awarded the Scholarship Award by Shanghai International Studies University (SISU) during the 6 week Monash Chinese In-Country Program in Shanghai

**Edusave Scholarship Award** 2003-2005

Awarded the Award by the Ministry of Education for being the top 5% of the cohort in Kuo Chuan Presbyterian Secondarsy School

**Skills:**

**Computer skills:**

-Proficient in Microsoft Office Professional including Word, PowerPoint and Excel(V- Look Up)

-Experienced in Oracle, Pivot Table

**Language skills:**

**-** Fluent in English and Mandarin (written and spoken)

**Interests:**

- Sports

-Backpacking