**Janet Luo Liwen**

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**Professional Summary**

At least 7 years of overall experience in the operational functions of a Banking and Finance industry. Strong inclination towards business processes, data workflow, reconciliation and analytical skills on investments. Ability to oversee database, meet tight deadlines and sensitive towards reporting requirements. Familiar with private equity, debt instruments, mutual funds and listed investments. Understand the dynamics of an operational function’s impact on various team in a corporate environment. Involved in projects, leading and mentoring in all previous work experiences.

**Experience**

**Company/Dept: Partners Group, Investment Services**

**Role: Financial Analyst**

**Period: September 2014 – May 2017**

Responsibilities

* Assuring data integrity, accuracy and completeness by analysing various reports and statements from general partners.
* Perform reconciliation at different level such as portfolio level and underlying investments level to reflect accurate valuations at all times.
* Analyse and monitor any potential events mentioned in the reports and alert related teams for their review.
* Track and process these investments information into the database in a timely manner.
* Spear-head the implementation of new services mandate in the company.
* Monitoring of direct investments, reporting on its performance and compute various key performance indicator figures and comment on its company’s recent updates etc.
* Conduct checks on financial statement and determine an acceptable range of carried interest at each audited financial year.
* Liaise with GP for issues/queries whenever information is incomplete or when in doubt of its accuracy.
* Provide support to various stake holders within the company such as the deal teams/client services team and assist them in the retrieval of accurate figures for various investment products.
* Response to external auditors’ queries in a timely manner.
* Attend and write-up minutes for any AGM of the directly invested companies.
* Handle the reviewing of accurate product NAV entered into the data base.
* Involved in projects testing, process enhancements and documentations of work procedures.

**Company/Dept: Bank of New York Mellon, Asset Servicing**

**Role: Fund Accountant II**

**Period: March 2011 – September 2014**

Responsibilities

* Accounting and reporting of daily and monthly Net Asset Value for clients’ portfolios.
* Perform analytical review of securities holdings, pricing and sanity of clients’ position as part of daily monitoring and reporting.
* Reconciliation of all activities within client’s account. Include activities such as cash breaks, accruals checks, corporate actions and all other fund movement.
* Conduct checks on securities pricing and setup, computation of securities prices base on bank’s pricing methodology.
* Attend to client’s queries, interact with Fund Managers, Trustees and other counterparties within the bank to ensure service delivery to client.
* Assist in reviewing accounts NAV for daily and month-end reporting.
* Handling and investigating exception reports.
* Reviewing of monthly invoices billed to client.
* Involved with cross training within the bank through engagement with Pricing Team duties and handling of weekly funds.
* Task allocation within team.
* Provide training and guidance to new joiners

**Company/Dept: OCBC, Mortgage Documentation**

**Role: Bank Officer**

**Period: December 2009 - February 2011**

Responsibilities

* Disbursement of Housing Loans, Term Loans, Overdraft, Re-financing
* Ensure legal documents are in order before the disbursement of the loans. (E.g. Mortgage Documents, Mortgage-in-escrow, SSCT, Deed of assignment etc.)
* Liaise with Lawyers or Lawyers’ secretary to resolve issues on legal documentation in a timely manner to ensure loan disbursement.
* Assist Mortgage Specialist and Valuers on various issues arising from the disbursement delays
* Review Letter of Offer on capital repayment
* Attend to various request wrote in by customers or law firms (E.g. First-time usage of CPF funds for Capital Repayment or Monthly Instalments)
* Prepare necessary information required on the loan status for redemption purposes.
* Issue Letter of Instruction to appointed Law firm

**Company/Dept: Daiwa Securities, Operations**

**Role: Operation Assistant**

**Period: June 2008 - June 2009**

Responsibilities

* Daily preparation of inputting and uploading of trades on T+2 into PSMS (Singapore equities settlements)
* Daily liaising with client’s custodian bank in matching of trades
* Informed clients & dealers of unmatched trades and undertake the necessary follow up actions such as seeking clarification, obtaining approval and sending chasers
* Assist client in the matching of trades if needed to ensure settlement on T+3
* Follow up on any unsettled trades and assist to resolve issues driven by client funding
* Ensure prompt settlement of trades and take due diligence to resolve all matters before settlement due dates in order to avoid unnecessary disputes and potential fees and charges
* Informed clients on any corporate actions. E.g. Dividends entitlement, Rights or Annual General Meeting.
* Assist managers on compliance matters
* Assist in the preparation of procedural manuals and workflow reports
* Involved in UAT for system improvements
* Conduct necessary checks and ensure completeness on remittance advices

**Education**

* Bachelor of Science in Economics & Finance - SIM-RMIT University - 2010
* Diploma in Banking & Financial Services - Nanyang Polytechnic - 2008
* GCE O Level - Bendemeer Secondary School - 2004

**Skills and Abilities**

* Possess good command of spoken and written English and Chinese
* Meticulous and analytical with strong inclination towards numbers
* Proficient with the following commercial software programs
* MS Office (Word/Excel/PowerPoint)
* Possess class 3 driving license.
* Highly organized, self-motivated and goal oriented
* Able to cope well under pressure
* Good team player