**Frank Leonard Mitchell**

4287 Viking Drive, Newark, OH 43055 | +1 740-814-7835 | f.mitchell1@gmail.com  
Availability: 1 Month Notice | Expected Monthly Salary: Negotiable

**OBJECTIVE**

* A highly motivated individual, seeking to contribute and progress in a well-established financial institution, in an analytical role of a banking, fund or financial operations.
* A driven learner to continually improve in his skills and expected responsibilities.

**EXPERIENCES**

**Senior Operations Analyst** | June ’16 – Present | Basic Salary: $46,000 annually, Allowance: $500 monthly

**Operations Analyst** |November ’14 – June ’16 | Basic Salary: $39,500 annually, Allowance: $500 monthly  
Citco Fund Services

* Reconciliations of various funds with various AUM; trades & transactions of various instruments and nature (including corporate actions), positions and cash, within the tight deadline of Service Level Agreement.
* Reviewing of reconciliations, for accuracy and completeness, before delivering to the Local Office or client.
* Proactive investigation and resolving of discrepancies between Citco and broker/client, via effective communication and appropriate resolutions, especially if the reconciliations are due for NAV reporting.
* Auto Recon Tool SME; mapping and maintaining accounts of various funds for reconciliation work.
* Successfully on boarded new business, new client or funds, to our system and team for reconciliation work.
* An important middle office function, being a quality reconciliation is key to an accurate NAV for the fund.
* Mentoring newer teammates to guide them in building their skills and knowledge competencies.
* Making valuable improvements in procedures to boost efficiency and quality and minimise risk.

**Intern, Communications and Project Coordinator**  
Singapore Malay Chamber of Commerce and Industry | April ’13 – July ‘13

* Generated and implemented ideas that improve the organisation’s image and capabilities for its rebranding.
* Successfully coordinated corporate events like a business conference and a seminar for SMEs.
* Successfully sourced and negotiated deals with sponsors and advertising clients that funded the production of the collaterals.
* Planned, developed and managed the project of producing collaterals such as a newsletter and annual report.

**EDUCATION**

**CFA Claritas Certification**

* CFA Claritas Investment Cert.

**Bsc (Hons) Accounting and Finance**  
SIM – University of London | 2011 - 2014

* Second Class Honours (Lower Division).
* Relevant Coursework: Financial Management, Banking & Finance, Financial Reporting, Management Accounting, Audit and Assurance, Microeconomics, Management Science, Management Mathematics.

**ACHIEVEMENTS**

**Citco Fund Services**

* Review rating of 4/5, excellence for performance and interpersonal skill, as an Operations Analyst for 2015.
* Award for Citco Excellence recipient for December 2016.

**National Service (SAF)**

* Only few chosen for the Maintenance Section Commander Course (MSCC) and promoted to the rank of 3rd Sergeant.
* Appointed as Section Commander of a section in the depot and for the entire depot in outfield exercises

**Skills and Abilities**

* Proficient in Microsoft Office (MS Excel, MS Word, MS Powerpoint).
* Bloomberg terminal usage.
* Excellent interpersonal skills.
* Detail oriented.
* English and Malay Language proficiency.