William J. Merino

American

DOB: 18/01/1981

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Availability: Immediate

Previous Salary: $3125

**PROFILE:**

Honest. A keen learner. Able to handle multitasking while staying focused in details. Enjoy analysing and problem solving. Have great interest in trading and the financial markets.

**EDUCATION:**

**(SIM-University of London) Aug 2009 - Aug 2012**

* Bachelor of Science in Banking and Finance
* Second Class Honours (Lower Division)
* Relevant Coursework: Principles of Banking and Finance, Principles of Accounting,

Mathematics, Statistics, Introduction to Economics, Macroeconomics, Corporate Finance, Investment Management, Financial Intermediation, Financial Reporting, Valuation and Securities Analysis.

* SIM BUDDHIST BHAVANA CLUB (VICE PRESIDENT)
  + Planning and organising various events and activities (Camps, Overseas Trips and Dhamma Classes),
  + Decision making on ad-hoc situations during events,
  + Liaising with other Tertiary Buddhist Societies and Buddhist Temples,
  + Actively participating in other Tertiary Buddhist Societies’ activities (OM Quest, Awaken Challenge and Bodhi Walk),
  + Promote bonding among members by actively engaging them.

**(Temasek Polytechnic) July 2003 - March 2006**

* Diploma in Computer Engineering
  + Coursework includes programming for Java, ASP, JSP, Visual Basic, SQL, HTML and assembly languages.
* CENT CLUB (MEMBER)
* Helping the main committee in planning and organizing events. (Fresh-man orientation camp and various joint schools activities)
  + Mentored groups of participants during camps and events.

**(High Sing Catholic School) Jan 1999 - Dec 2002**

* GCE ‘O” Levels
  + (English: A2, Mathematics: A1, Additional Mathematics: A2)

**CERTIFICATION:**

**Claritas Investment Certificate (CFA Institute)** **Nov 2014**

**WORK EXPERIENCE:**

**Citco Fund Services**  **Jan 2015 - Aug 2015**

* Fund Accountant
* Preparing periodical financial reporting for the Hedge Funds, including the determination of "Net Asset Value" and preparing the Statement of Asset and Liabilities and Profit and Loss Statement
* Ensure all failed trades are rectified
* Daily pricing of listed instruments using Bloomberg
* Checking of P&L and price swings of clients' portfolio
* Maintaining contact with Investment Managers, Investors, Banks and Brokers
* Monitoring of irregularities and developments through ad-hoc reports
* Controlling payment transactions
* Liaising with international clients and other Citco Offices worldwide, to ensure that client needs are met
* Operation Analyst **May 2014 - Jan 2015**
* Produce daily operational deliverables in line with client/other Citco office Service Level Agreements
* Prepare daily trades, position and cash reconciliation
* Check for failed trades and reloading them
* Monitor and analyze daily portfolio pricing
* Resolve discrepancies for open items between Citco and brokers/clients
* Support the conversion of any new clients or existing migrations
* Work with Business Analysts, clients and other Citco offices to resolve any open issues
* Assist in verifying test results for all in-house system enhancements.

**Chip Yew Motor (Services) Pte Ltd July 2012 to Jan 2014**

* Manager
* Quoting prices and issuing of invoices to customers
* Sourcing and purchasing of parts from vendors
* Cataloguing of stocks
* Stock taking
* Reconciliation of accounts between our general ledger and accountant’s financial statements
* Applying for various licenses and work permits from various ministries as we deal with flammable substances
* Payroll
* Delivery and collection of goods
* Dismantling and assembling of fuel pumps
* Washing and cleaning of fuel pumps
* Calibrating of fuel pumps and injectors to inject specific amount of fuel into the combustion chamber.

**Standard Chartered Bank July 2011 to Aug 2011**

* Admin (Temp)
* Archiving of account opening documents
* Retrieval of documents for accounts in question
* Collection and distribution of physical mail
* Any ad-hoc duties assigned.

**Vital Shared Services July 2010 to Nov 2010**

* Admin (Temp)
* Data entry of civil servants’ particulars into a new system for testing
* Liaising with other ministries on missing documents required