

Tan Bin Ee Christopher Min
(+65) 96260422
chrismintan91@gmail.com
10 Jalan Kembang Melati S(258772)

EDUCATION

General Assembly Singapore
Web Development Immersive Course

Sep 2018 – Nov 2018

The University of Melbourne
Bachelor of Commerce (Degree with Honours)

Feb 2016 – Dec 2016

- Honours in Finance
- Thesis: Idiosyncratic Volatility and its Effect on Takeover Offers

The University of Melbourne
Bachelor of Commerce

Jul 2012 – Jul 2015

- Majored in Accounting & Finance
- Weighted average: 74.80%
- Studied abroad on an exchange program in University of British Columbia

PROFESSIONAL EXPERIENCE

Fiduciary Asia Group
New Business & Projects Associate

Feb 2017 – Sep 2018

Synopsis: Aided in onboarding new clients and supported the Managing Director in implementing new projects to improve the company's business processes to increase productivity.

Responsibilities:

- Conducted due diligence on new prospective clients and prepared reports on their risk levels.
- Authored research material on investment ideas for both internal and external client consumption.
- Offered structural advice for companies incorporating in Singapore.
- Researching and testing different suite of products which had the potential to improve productivity.
- Write proposals for the appropriate implementation of products which would improve efficiency and lower costs.

Achievements:

- Rotated through various departments (Tax, Accounting, and Corporate Services) in an accelerated training program to be able to better understand the business processes and workflow of the different departments.
- Proposed and successfully implemented two programs which ultimately improved efficiency.
- Provided tailored made post sales service to selected top clients which ultimately deepened client relationship and improved client satisfaction.

The University of Melbourne
Research Assistant (Finance Department)

Jul 2016 – Dec 2016

- Aided Professor in the Finance department to research on equities involved in takeovers in Australia.
- Provide research support by conducting tests and analysing data; perform comparative analyses from past data.

Audit Alliance LLP
External Audit Intern

Dec 2015 – Feb 2016

- Analysed, reviewed, and assessed reliability and fairness of clients' financial statements and communicated findings to external third parties, including investors, creditors, and regulatory bodies.
- Collating, checking and analysing spreadsheet data. Examining company accounts and financial control systems to gauge levels of financial risk within organisations.

- Produced detailed reports and recommended internal control improvements to enhance organizational efficiency and support client service and growth targets.
- Ensuring that procedures, policies, legislation and regulations are correctly followed and complied with.

CO-CURRICULAR ACTIVITIES AND COMMUNITY SERVICE

Melbourne University Water Polo Club

Jul 2012 – Dec 2016

Secretary

- Handled the consolidation of club fees for events/payments to training venue.
- Oversaw the financials of the club and handled a budget of \$2000 for the school year ending 2014.

SKILLS, PROFICIENCIES AND HOBBIES

- Proficient at Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Powerpoint)
- Proficient at both written and spoken English