

# Rachel David

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## EDUCATION

**University of London - London School of Economics and Political Science** Aug 2013- May 2016  
Bachelor of Science in Accounting and Finance

**Utrecht University - Summer School Programme (Netherlands)** July 2015

- Achieved an A for the course (Bank Financial Management and Risk Modelling)
- Effectively led a team of 5 international students to compete amongst 6 other teams and won second place, in a bank simulation developed by ING Bank for credit risk training

## RELEVANT EXPERIENCE

**Citco Fund Services** Jul 2016-Current  
*Operations Analyst*

- Perform reconciliations for hedge funds such as Blackstone Group, which includes cash, position, trading activity and non-trade reconciliations.
- Single handedly produce month end closing of account packages that are used to derive fund's Net Asset Value

**Audit Alliance** May 2014-Aug2014  
*Internship, External and Internal Audit*

- Selected out of 6 other interns to participate in the audit of a government town council
- Lead a team of 4 to audit for government claims for the National Youth Council

**Frasers Hospitality** Feb 2013 – Nov 2013  
*Accounts Assistant*

- Liaised with company's debtors to reduce receivables from 24% to 6% within 6 months

**UOB Travel Agency** Oct 2012 – Jan 2013  
*Accounts Assistant*

- Performed thorough analysis of financial statement ratios and variance analysis for company's Annual CEO Report
- Effectively managed accounts receivables, payables and Goods and Services Tax (GST) submission

**Mandarin Oriental Hotel** Jun 2012 – Aug 2012  
*Guest Service Assistant*

- Strengthened communication skills with different nationalities
- Promoted to handle VIP arrivals and VIP lounge relations

## ACHIEVEMENTS

- Won 1<sup>st</sup> place at Nation-wide Video Competition
- Award Gold Medal for Central Judging for Drama at Singapore Youth Festival
- Represented school in varsity team in a national level inter-school debate competition

## TECHNICAL SKILLS

**Language:** English and Mandarin (spoken and written fluently)

**IT Skills:** Microsoft Excel | Java Programming | Monte Carlo Risk Simulation | Hotel Information System

## EXTRA-CURRICULAR ACTIVITIES

**SIM Tennis Club** Aug 2014 – May 2016  
Actively participated in club activities and weekly training.

**SP Cycling Club– Committee Member – Events Executive** May 2009 – Dec 2011  
Organised monthly night riding events with about an average of 30 participants each.

## HOBBIES/ INTERESTS

Diving (Open-water certified), Tennis, Netball, Reading