**EDWARDO**

**QUALIFICATION SUMMARY**

* Results-driven achiever and highly motivated team player with good analytical and problem solving skills.
* Proven ability to complete tasks within the stipulated time and to the best possible standards.
* Eager to learn new things with a positive can-do attitude.

EDUCATION

Mar 2009 – Nov 2009 Nanyang Polytechnic Singapore

Specialist Diploma in Fund Management (Part-time)

**July 2003 – June 2006 University of Melbourne, VIC, Australia**

Bachelor of Commerce, major in Accounting and Finance

July 2002 – July 2003 Trinity College, VIC, Australia

Foundation Studies

July 1999 – June 2002 Wage Rudolf Supratman, Medan, Indonesia

High School Studies

AWARDS

July 2003 – June 2006 International Undergraduate Scholarship

University of Melbourne, Australia

PROFESSIONAL WORKING EXPERIENCE

September 2008 – June 2013

Senior Fund Accountant/Deputy Manager, Citibank Singapore

Duties:

* Responsible for the daily operation and supervision of the team.
* Review Net Asset Valuation (“NAV”) produced by the team.
* Advise the team on fund accounting controls and procedures.
* Liaise with fund managers, clients, brokers and internal counterparts to ensure service delivery.
* Participate in the implementation and migration of new clients/funds.
* Responsible for staff mentoring and development.
* Work with the manager to ensure efficient work allocation within the team.
* Assist the team in work improvement process.

September 2007 – September 2008

Fund Accountant, Citibank Singapore

Duties:

* Prepare NAV on a daily basis.
* Perform cash, position and future reconciliations against broker/custody records.
* Ensure pricing accuracy and completeness of corporate actions.
* Prepare financial statements of funds in accordance with accounting principles.
* Coordinate audit related requests.

September 2006 – September 2007

Audit Associate, KPMG Singapore

Duties:

* Assist senior auditors to conduct compliance and financial statement audit on various publicly listed companies, including financial institutions, manufacturing and Real Estate Investment Trust (REIT).
* Assess the adequacy and effectiveness of internal controls system and provide recommendations for improvement in Management Letter.
* Perform financial statement analysis and obtain explanations for significant fluctuations from expectations.
* Perform various audit procedures and prepare documentation on all audit work done.

OTHER WORKING EXPERIENCE

Feb 2006 – August 2006

Assistant - Career & Employment Services, University of Melbourne (Part-time)

Duties:

* Assisted in marketing of upcoming career events.
* Assisted in the running of various career events held at university.
* Assisted in organising various career resources for easy reference by students.
* Assisted the Career & Employment Consultant with administrative duties.

SKILLS

Computer Skills

* + **Systems:** Multifonds fund accounting system, custody system, Bloomberg, Reuters
  + **Microsoft Office:** Word, Excel, PowerPoint, Access.
  + **Languages:** Visual Basic.NET, Python

**Languages**

* Fluent in written and spoken English, Chinese, and Indonesian.

JOB REFERENCE

Available upon request.