

# MARY JOYCE EJE

**PHONE.**

(+63) 915-262-1735

**EMAIL.**

[maryjoyce.eje@gmail.com](mailto:maryjoyce.eje@gmail.com)

**ADDRESS.**

Makati, Philippines

## OBJECTIVE

A highly detail-oriented, self-motivated finance professional with years of experience desires to join a company wherein I can exhibit exceptional knowledge in fund accounting, analytical and quantitative skills and to be able to nurture these further.

## SKILLS

- Able to work in teams and individually
- Flexible and Persistent
- Ability to work under pressure and to multi-task
- Project Management
- Attention to Detail
- Excellent Communication Skills
- MS Office Application literate
- Background in Newton, Enterprise One, Alliance Cobalt, HiPort, WINS, AXI and Aexeo

## ACHIEVEMENTS

- Multiple A Class and Spot Awardee
- Best Collaboration (2018)
- Migration of SDV process from Mumbai to Manila

## EDUCATION

### BACHELOR OF SCIENCE MAJOR IN ACCOUNTING

Colegio de San Juan de Letran  
2014

## WORK EXPERIENCE

### CITCO INTERNATIONAL | MANILA, PHILIPPINES

#### FUND SERVICING SUPERVISOR | SEPT 2022 - PRESENT

- Performing the administration of and any services pursuant to administration agreements in respect of a portfolio of hedge funds
- Preparation of Net Asset Value calculations, financial statements and associated reports
- Developing and maintaining relationships with investors, investment advisors/managers, banks, brokers and auditors and other fund participants
- Escalating all material issues effecting the NAV production process to the Assistant Vice President in a timely manner

### JP MORGAN CHASE | MANILA, PHILIPPINES

#### CLIENT ONBOARDING TEAM LEADER OCT 2021 - AUG 2022

- Maintenance of accurate and security records for each fund administered, ensuring all prescribed controls are adhered for each fund accounting process.
- Responsible for the cash reconciliation between the two accounting system and ensuring that all related breaks are resolved.
- Perform tax reclaims and loading and reconciliation and income related transactions
- Responsible in checking accuracy and discrepancies between financial reports.

#### SENIOR FUND ACCOUNTANT – PENSION FUND | SEPT 2016 – SEPT 2021

- Responsible for delivering monthly and annual Net Asset Value (NAV) reports for a blue chip client.
- Prepare and reconcile regulatory reports like the Employee Retirement Income Security Act (ERISA) for blue chip and standard clients domiciled in Boston.
- Responsible with the day to day delivery of ROR report to client on a timely manner and responding and analyzing queries sent by performance team.
- Investigating breaks that breaches the tolerance set forth during the reconciliation of third party versus JPM books by utilizing of WINS, EDA and custody to adequately research and resolves issues.
- Supported the migration of 20 FTEs to Hyderabad in 2020 by providing teleconference and hand in hand training of key processes and controls of NAV validation process.

#### FUND ACCOUNTANT | MAR 2015 – AUG 2016

- Keep adequate documentation on file to fully explain and support all items, particularly those which deemed unusual eg. past due dividends, larger than usual price movement, trade cost per unit vs ending price comparison and overall benchmarking and discrepancies.
- Prepare file in accordance with the internal control checklist for items applicable to that particular portfolio.
- Complete accurate and legible files within deadlines set by Managers in order to fulfill production requirements.
- Ensure documentation is completed and signed off as per requirements.