William Hon Yuk Ming (韓玉銘)

Phone: +852 6480 8734

Email: ivecy2011@gmail.com

EDUCATION

Oxford Brookes University - taught by City University of Hong Kong

BA (Hons) International Business Management   *09/2014 – 08/2015*

with Upper Second Class Honors

Lingnan University

Higher Diploma in Business Administration   *09/2012 – 06/2014*

with Credit (Cumulative GPA: 3.23)

Diploma in Business Studies   *09/2011 – 06/2012*

Specialize in: Fund Services included Trade Processing, Investor Services & KYCAML

Good command in MS Office, Thomson Reuters World-Check & Fund System: NTAS, AWD, GTAP

Language: Native Cantonese, Fluent English & Mandarin

WORK EXPERIENCE

Barings

Distribution Support Officer (Permanent), Fund Operation   *01/2017 – 10/2017*

Support day to day operations of Mutual Fund Business (Hong Kong, Taiwan and Korea)

- Ensure TA deal processing of Barings' Funds smooth-running (Sub, Red, Switching, Transfer)
- Distribute daily Fund NAV, monthly statement, dividend announcement to external parties
- Follow up with custodians and distributors to resolve settlement issues
- Provide client services for both Financial Institutions & Direct clients, work out on enquiries
- Handle account opening, registration updates and perform AML screening (World-Check)
- Prepare various internal report: Sales report, Fund monitoring report, Transaction report etc.

HSBC - Transfer Agency, HSS

KYC Administrator (Contractor), Investor Services (Hedge Fund)   *10/2015 – 01/2017*

- Review Corporate, FI KYC in accordance with compliance policy and regulatory framework
- Conduct risk assessment (SOW, SOF), Name Screening (World-Check) & FATCA Validation
- Flag potential issues (PEP, negative news, outstanding KYC), coordinate with internal parties
- Assist trade processing: Ensure red. payment & sub. funding, prepare statement & contract Note
- Fund Admin support: Audit Confirmation, account maintenance and others operation reporting

Availability: Mid of October   Expected Salary: HK$20K / Month