



Nicholas Tan Jie Wei

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Profile

Currently a KYC due diligence analyst well versed in executing KYC for corporate, non-bank financial institutions and foreign correspondent banks.

Experience

KYC ANALYST, J.P. MORGAN CHASE BANK SINGAPORE

FEB 2015 - PRESENT

- Reviewed information provided by client/sales in accordance to the firm's KYC policy to ensure that client profiles are consistent for quality and audit purposes
- Actively managed multiple stakeholders in the KYC process (sales/screening/account activity teams) to ensure that regulatory commitments are met and escalated issues in relevant forums on a timely basis
- Analysed client account activity vis a vis qualitative data to ensure that all gathered information match and is consistent with the client's line of business
- Contributed to the team by summarising regular policy and process updates that was distributed to them on a need to know basis and consolidated team reports for senior management reporting

KYC ANALYST, J.P. MORGAN CHASE BANK BERHAD

MARCH 2016 - JUNE 2016

- One of the two selected regional KYC analysts seconded to the Malaysian branch to assist in the remediation of regulatory priorities
- Trained counterparts in transitioning from manual to online KYC systems, effectively enabling them to render assistance to the regional teams
- Automated the process of collating and summarising account activity data to streamline the KYC process

ACCOUNT SERVICES ANALYST, UBS A.G. SINGAPORE

JULY 2014 - JAN 2015

- Provided advisory support to client advisors on e-banking topics to ensure accurate instructions were given to clients
- Coordinated e-banking activities between hotline support and account services teams to ensure that service level agreements were closely met by prioritising tasks with urgent deadlines
- Contributed to the alignment of e-banking processing to BAU activities by identifying operational risks and making aware discrepancies to middle management

Education

SINGAPORE MANAGEMENT UNIVERSITY

CLASS OF 2014

- Business Administration majoring in Finance and Corporate Communication

Skills and Interests

- Proficient in the use of Microsoft word, powerpoint and excel
- Passionate about photography and therefore well versed in the use of DSLRs and film cameras

Personal Achievements

- Completed Adidas Sundown 42km marathon in 2011
- Won top prize in Singapore Management University's 2011 annual photography competition
- Qualified for Blizzard Entertainment's first ever Heroes of the Storm finals competition in 2015