

Ma Ho Ming, Anson

Phone: +852 6198 4541

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Summary

Experienced Officer with a demonstrated history of working in the financial services industry especially in banking industry. Highly independent, strong interpersonal and time-management skills with excellent ability of systematical management. Have strong career-ambition and the ability of multitasking effectively, efficiently and timely. Skilled in Operation, Administration, Communication and MS Office.

Career Experience

HSBC

Sep 2016 to Aug 2017

Corporate Action Analyst (Corporate Action), Hong Kong S.A.R.

- Act as a point of contact for clients and financial advisers (custodians) for all Corporate Actions and Floats queries.
- Provide operational and services support for corporate action events processing.
- Handle business partners' inquiries promptly within reasonable time.
- Deliver corporate action events and information to marketing teams for onward delivery to clients within preset timeframes.
- Follow up closely on outstanding cases and discrepancies.
- Complete daily control sheets and report exceptional cases by end of each business day.
- Prepare all instructions within financial advisers' deadline time, funding or system cut off time.

Infocan Computer (Hong Kong) Limited

Mar 2016 to May 2016

Administrative Assistant (Administration - Part-time), Hong Kong S.A.R.

- Implement cost reductions.
- Develop reporting procedures.
- Complete operational requirements by scheduling and assigning administrative projects.
- Expedite work results.

DBS Bank (China) Limited

Jul 2015 to Aug 2015

Officer (Internship), Shenzhen China

- Prepare source data for computer entry by compiling and sorting information.
- Follow up with payment details.

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Education & Certification

Sep 2014 to Jul 2016	Bachelor of Arts (Honors) in Business awarded by The Hong Kong Polytechnic University - SPEED
Sep 2012 to Jul 2014	Associate Degree of Business awarded by The Hong Kong Polytechnic University - HKCC

Languages & Skills

<u>Languages</u>		<u>PC skills</u>
Cantonese	Native	Microsoft Outlook, Word, Excel, PowerPoint, IBM Lotus Notes
Mandarin	Business Proficient	
English	Business Proficient	

DATE OF AVAILABILITY

- 1 week notice

Current Salary

- HKD \$16000