

## Tan Wei Ru

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### PROFESSIONAL EXPERIENCES

#### **Arisaig Partners (Asia) Pte Ltd**

Mar 2017 — Oct 2017

##### *Dealing Operations Officer (Dealing Assistant)*

- Support dealers on equity trading and trade-related matters; including trade order creation and trade allocation, monitoring settlement of trades, processing of corporate actions and resolving any unmatched trades and discrepancies
- Review daily portfolio valuation to ensure accuracy of NAV calculations
- Cash flow projections for daily and monthly dealings
- Managed fund subscription and redemption orders from investors
- Act as a second point of contact on the dealing team while servicing inbound and outbound calls to assist and resolve inquiries relating to trade issues, wire transfers, standing instructions, subscription and redemption orders, system errors and custodial obligations.
- Investigate and report account and cash breaks, errors and fund activity within the dealing team to CFO
- Prepare monthly presentations materials for investment committee meetings such as cash flow liquidity, portfolio attribution analysis, FX movements, competitor analysis, etc
- Solicit proxy votes and validate voting instructions from research heads for shareholder AGM/EGM meetings as well as ensuring Power of Attorney is in compliance with proxy voting requirements

#### **Pheim Asset Management (Asia) Pte Ltd**

Jun 2013 — Jan 2017

##### *Senior Investment Operations Executive*

- Coordinate operational setup of new fund/mandate with counterparties and conducting client-onboarding /KYC reviews
- Review and update development of operating memorandum and operational procedures
- Proposed and implemented new processing solutions to operational controls and procedures
- Managed daily processing of trade orders to ensure instructions are in placed timely and accurately; monitor settlements and resolve any trade discrepancies
- Conduct pre and post trade compliance checks to ensure fund managers don't breach trading limits
- Managed and reduced operational risks associated with settlement failure
- Reconciliation of cash and security positions in client portfolios and monitoring brokerage commissions
- Monitor and process all mandatory and voluntary corporate actions, IPOs, placements, etc to ensure on-time submission and accurate share entitlements
- Prepare monthly and quarterly portfolio performance reports, fund factsheets and PowerPoint presentations for client reporting and Investment Committee Meetings
- Utilized critical thinking skills to compare portfolio returns to benchmarks; analyze and resolve any variances in the reported figures
- Implemented and enhanced operational & technology risk management procedures, involved in Disaster Recovery planning to ensure compliance with security standards
- Quarterly & Annual submission of Forms to MAS and work with external auditors to ensure the reporting accuracy of financial statements

#### **Maybank**

Apr 2011 — Jul 2011

##### *Card Processing Officer*

- Ensured timely and accurate processing of new credit card applications
- Conduct KYC checks on new account set-ups and ensure applications are in compliance with regulatory requirements
- Exercised sound credit judgement so as to prevent financial losses

#### **DBS Vickers Securities**

Feb 2010 — Apr 2010

##### *Internship: Payment & Receipts*

- Prepared regulatory fund reports as assigned, conducted reconciliations, handled cheque processing of stock transactions, foreign currency trades, fund transfers, daily payments and IBroker Trust
- Escalate to supervisor any exception, error and abnormal transactions identified during trade processing

### CERTIFICATIONS

- Capital Markets and Financial Advisory Services (CMFAS) Module 3 –Rules & Regulations in Fund Management

## ACADEMIC QUALIFICATIONS

### University of Adelaide

2011 - 2013

*Bachelor of Commerce (International Business & Management)*

- Ngee Ann Kongsi Merit Scholarship Award Recipient
- Golden Key Award - Member of Golden Key International Honor Society

### Nanyang Polytechnic

2008 - 2011

*Diploma in Banking & Financial Services (Fund Management & Administration)*

- Awarded grade “A” in Teaching Enterprise Programme (TEP)
- Awarded Director’s List (2009/2010)
- Awarded Statement of Attainment of industry-approved competencies – PROVIDE GEMS SERVICE

### Bowen Secondary School

2004 - 2007

- Achieved Edusave Scholarship for outstanding academic performance
- Awarded certificate of credit in an Australian Mathematics Competition
- Awarded certificate of achievement for superior achievement and excellence in Mathematics
- Accomplished successful completion of C.A.N. Educational Services “Express Yourself” Oral Communication

## CO-CURRICULAR ACTIVITIES & ACHIEVEMENTS

### Nanyang Polytechnic; CCA Grade: A+

#### NYP Geological (GEO) Council

*Position Held: Secretary & Treasurer*

- Handled administrative work, recruitment, organize events and partner with institutions to raise environmental awareness
- Oversee account balances of the club’s funds and secured funding for club’s activities

### NYP Mentoring Club

*Position Held: Committee Member*

- Mathematics and Science mentor attached to Yishun Secondary School, guides academically poor lower secondary students to cope with their weaker subjects

### Student Union

*Position Held: Member*

- Actively participating in fund-raising and community-based events such as President’s Challenge, Book Donation Drive, etc.

### Bowen Secondary School; CCA Grade: A

#### Taekwondo Club

- Actively participating in inter-school competitions.

### Others:

- Initiated a group of volunteers in raising funds for MINDS and NKF, where my group raised the highest amounts for MINDS.
- Lead a team of 5 in participating in the National Weather Study Project Competition 2007 organised by SENOKO

## ADDITIONAL INFORMATION

- Language Skills: English: Fluent / Mandarin: Fluent / Japanese: Basic
- Technical Knowledge: Bloomberg, Thomson Reuters, Microsoft Offices (Word, Excel, Access, PowerPoint, Publisher)
- Interests: Travelling, Taekwondo