

Gracie AI (AI Chen)

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Professional Summary

- Sensitive to numbers, a fast learner with great time management skill and excellent problem solving ability
- A great team worker, excellent communication and client servicing skills

Education Background

The Chinese University of Hong Kong (graduated in Spring of 2015)

- BSc in Mathematics (with Honor), Minor in Economics

ACCA (Association of Chartered Certified Accountants) Student

- Paper already passed: F1, F2 ,F3 ,F5

Working experience

Maples Fund Services

Hong Kong, 02/2015-now

Fund Accountant

- Handle daily processing of trade transactions for portfolios with client funds, prepare of position and cash reconciliation, familiar with cash settlement/corporate actions/allocation of gain&loss for several financial instruments (common stocks/futures/options/fx/bonds/contract for difference)
- Prepare monthly valuation report for portfolios (hedge funds/private equity funds) independently with medium to high complexity investment funds, handle 9-10 funds per month
- Notify clients of any issue in relation to settlement and valuation of investments
- Liaise with fund managers, prime brokers/custodians (via phone and email) in relation to trade activities, familiar with trade settlements and reports from difference brokers (Morgan Stanley/Godman Sachs...)
- Work with investor service team to solved kinds of requests and problems raised by clients, highly appreciated and evaluated by clients
- Work as a senior team member in a team of around 15 people, orient junior colleagues to fit in their position, praised to be a fast learner and good teammate by managers

Gottex Penjing Fund Management

Hong Kong, 11/2014-12/2014

Fund Accountant Internship

- Update prices for investments and help senior fund accountant to prepare valuation report weekly
- Prepare risk monitoring statement, handle invoice payment and other administrative/accounting jobs

Sun Hung Kai Properties Ltd

Hong Kong, 06/2014-08/2014

Marketing Research Interviewer

- Provide administrative and operational support to the project and marketing team
- Communicate with client through phone interview, collect and analyze their comments and report to manager

Department of Math, CUHK

Hong Kong, 09/2012-07/2013

Teaching Assistant (Part-time)

- Teaching dozens of middle school students, help them with their mathematical homework and exams
- Highly evaluated by the students

Overseas Experience and Extracurricular Activities

Work and Travel to Singapore

Singapore, 07-09/2012

Service Specialist (Full-time Summer Job), Thai Express, Singapore

- Serve customers all around the world, sometimes worked as a cashier
- Answer phone calls, take reservations, confirm with client if any issue raised
- Prepare simple daily financial statements for the restaurant at the end of the day
- Was highly evaluated by customers and managers

Skills

Languages: English (Fluent), Mandarin (native), Cantonese (Fluent), Japanese (Basic)

Software: MS Excel, PPT, Word, Access, Spreadsheet, Advent Geneva