

Ng Ting Suen, Dan

(852) 6711 7320 | dan983741@hotmail.com

Address: 81H, G/F, Pek Shek Terrance, Sai Kung. Hong Kong

WORK EXPERIENCE

CACEIS Hong Kong Trust Company Limited – *Senior Fund Accountant*

May2015 – Present

- Handling full set of accounts, prepare accounting and management reports
- Review all funds that are assigned to the team, in line with Fund documentation
- Liaise with various departments of our European offices
- Prepare the accounting reports for audit purpose and solve the audit requests from the auditors
- Assist in supervise junior staff on daily tasks

HSBC – *Fund Administrator, Transfer Agency*

Mar2015 – May2015

- Process trades for subscription, redemption and transfer
- Distribute confirmation, contract note and financial statements to investors
- Create new investor record in Transfer Agency system
- Obtain correct “Know Your Client” documents from investors
- Provide professional investor services to fund managers and investors
- Ensure compliance with company policy

Bank Consortium Trust Co. Ltd. – *Senior Associate, Fund Services*

Dec2012 – Mar2015

- Maintain a high degree of accuracy and consistency in preparation of daily reporting and ensure that the pricing or valuation adhere to controls and procedures
- Perform bank reconciliation, scheme reconciliation and custodian reconciliation on timely manner
- Prepare accounting entries and fee schedules for schemes and funds
- Prepare the valuation report and ensure that all transactions are correctly updated in PORTIA and calculate the net asset value per unit for all constituent funds accurately and timely
- Review the investment portfolios and complete the investment compliance checklist for all funds under his/her administration
- Assist supervisors in preparing of statutory reports or returns
- Assist in ad hoc project or assignment as required from time to time

RBC Investor Services Trust Hong Kong Limited – *Fund Accountant*

July2011 – Oct2012

- Responsible for all aspects of fund administration and calculation for various types of funds
- Perform NAV calculation & fund performance reports
- Prepare and arrange valuation reports to clients (e.g HSBC, AIA, ING)
- Prepare head office reporting and consolidate fund status reports
- Monitor client portfolios and ensure regulatory compliance
- Resolve queries from clients
- Coordinate with other departments to handle the daily process
- Assist in ad hoc project/ assignment as required from time to time

EDUCATION

Kaplan Financial

Jun2010

- Conversion program 25th Intake Full-Time
for admission to the Qualification Program(QP) of the Hong Kong Institute of Certified Public Accountants(HKICPA)

Hong Kong University of Science and Technology (HKUST)

- Bachelor of Engineering in Computer Science Sep2005 Jun2008

PROFESSIONAL CERTIFICATE

- **Mandatory Provident Fund Schemes Examination (Paper4)**
- **HKICPA Member**
QP Registered Students
Module A, B, C & D: Passed
FE: In Progress

EXTRA-CURRICULAR ACTIVITIES

- **Community Service Volunteer - Caritas Hong Kong (Youth and Community Services)** 2004-2005
Assisting in the Caritas Bazaar
- **Community Service Volunteer – Leo Club of Kowloon** 2003-2004
Organizing various activities for the mentally handicapped

COMPUTER SKILLS

- Computer Skills: Microsoft Office (Outlook, Word, Excel, Power Point) MS 2003 & 2007
- System or Software: Multifonds, Excel VBA, Familiar with using the Bloomberg terminal

LANGUAGE SKILLS

- Languages: Native in Cantonese, Fluent in English and Mandarin (spoken & written)

OTHER INFORMATION

- Current Salary: HK\$21,000 x 13mths + HK\$23,000 Bonus
- Expected Salary: HK\$28,000 / mths