

Henry Ng

Curriculum Vitae

NAME : Ng Zhi Yuan Henry

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DATE OF BIRTH : 17 January 1989

NATIONALITY : Singaporean

MARITAL STATUS : Single

LANGUAGES : Proficient in English and Chinese (written and spoken)

QUALIFICATIONS : **The University of Western Australia (2014)**
Bachelor of Commerce (Major in Corporate Finance)
(Minor in Business Law)

Pioneer Junior College (2007)
GCE 'A' Levels

New Town Secondary School (2005)
GCE 'O' Levels

PROFICIENCIES : Microsoft Word
Microsoft Excel (vlookup, pivot table)
Microsoft Powerpoint

EMPLOYMENT HISTORY :

BNP Paribas Singapore Branch (22 Jun 2015 – Current)

Outsourcing Controls Officer (Analyst)

- Provide guidance and support to South-East Asia outsourcing coordinators regarding policy on outsourcing (regional and local)
- Production of monthly outsourcing reports for COO
- Maintaining central Outsourcing Register for reporting to MAS and for internal reporting
- Updating relevant databases (regional and local) of the Service Level Agreements (SLAs) inventory
- Coordinating the execution of SLAs for the APAC region, which includes drafting, reviewing and advisory for business lines
- Providing advisory on Singapore MAS outsourcing requirements as well as internal requirements to business managers
- Taking minutes for Outsourcing Risk Management Committee and workgroup meetings
- Assisting with production of PowerPoint slides for meetings
- Following up with relevant stakeholders on actions arising from meetings

- Support management with the drafting and issuance of Instruction Notes
 - Coordinated bank wide bi-annual Power of Attorney refresher exercise
 - Performed annual audit on BNP Sports Club accounts
 - Completed annual budgeting for department by calculation of allocation key
 - Perform control checks on mail room, staff claim reimbursement and corporate card applications
 - Assists in reviewing of existing internal outsourcing policy in view of new outsourcing regulation
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- Managed and resolved queries with regards to the signing of Letter of Undertaking by both staff and external consultants in South East Asia
 - Managed staff access cards, including creation of access and formulating statistics for V2 card migration
 - Assists in maintaining monthly external consultant statistics report for management, compliance and finance

UBS AG Singapore Branch (Nov 2014 – Dec 2014)

Management Support Officer (Temp)

- Completed Legal Entity Cleanup for "Paris" (tool) to facilitate audit purposes
- Analysis of data extracted from "Paris" (for Legal Entity Cleanup and account merging) via extensive usage of excel formulas to complete task
- Prepared monthly status report for management
- Completed UBS KeyLink's Annual Entitlement Review (AER) 2014
- Communicated with account managers effectively from around UBS APAC offices (Hong Kong, Australia, Japan etc) to obtain information necessary to complete AER
- Efficient handling of UBS KeyLink contracts for internal pouching exercises which ensured that contracts reaches intended recipients timely

DBS Securities and Fiduciary Services (Dec 2012 - Feb 2013)

Data Management (Temp)

- Daily creation of counter codes for securities
- Daily settlements and clearing of accounts
- Weekly price check and update for counters via Bloomberg terminal
- Improved existing price check method and reduced 30 minutes of work process through creation excel