



# Lee Si Kai

E-mail: [eidenskleee@gmail.com](mailto:eidenskleee@gmail.com)

Contact No.: +65-91167172 (M)

***Eager-to-learn and curious Economics and Finance graduate who seeks to contribute to the workforce. Likes to deal with numbers and is able to handle assigned tasks well. Takes pride in being able to understand what he is doing daily so as to understand more about his function.***

## EDUCATION

### **Singapore Institute of Management (SIM), Singapore**

Jun 2012 - Jun 2014

Bachelor of Economics and Finance

- Awarded by Royal Melbourne Institute of Technology RMIT

### **Temasek Polytechnic, Singapore**

Apr 2007 - Apr 2010

Diploma in Financial Business Informatics

- Distinction in core module: Object Oriented Programming

### **Anglican High Secondary School**

Jan 2003 - Dec 2006

GCE 'O' Level Certificate

- Graduated with an aggregate of 12 points for L1R5

Co-Curricular Activity

- Softball Club: 2<sup>nd</sup> in East Zone Inter-School Softball Championships 2006

## WORK EXPERIENCE

### **Morgan Stanley (MS)**

Sep 2015 - Present

- Operations Analyst (Prime Brokerage Ops)

- Operation Analyst (Payments) - responsibilities include:
  - Validating Letter of Authorization from clients are legit and contains the correct details for payment processing
  - Reconciling client's cash equity receipts to ensure timely account of client's money in-lieu of margin call situations
  - Liaising with front office sales to clarify discrepancies found and resolve payment related queries in SWIFT messages
  - Maintain correspondence with various operation team to ensure smooth processing and settlement of payments on a daily basis
- Operation Analyst (Trade Support) - responsibilities include:
  - Ensuring client's trade file are processed in MS system correctly so trade can face the market with the correct instructions
  - Liaising with front office sales for the correct broker instructions in lieu of discrepancies
  - Booking client's conversion request sent to MS in the event of a corporate action for a certain security
- Participated in UAT testing projects that were implemented to streamline operation processes and ensured project's 'go-live' status

### **United Overseas Bank Limited (UOB)**

Jul 2014 - Jul 2015

- Bank Officer (Finance and Business Planning)

- Job responsibilities include:
  - Delivers high-quality work in performing monthly BAU activities of Data Entry and Number Reconciliation
  - Identifies and determines underperforming KPIs for management reporting, hence familiar with the key areas of concern regarding retail banking
  - Actively participates in business forecasting, displaying good interpersonal skills when working with different teams and helping to form a cooperative working environment
  - Took the initiative to develop new time-efficient database projects for the team

### **Royal Bank of Scotland (Internship)**

Sep 2009 - Feb 2010

- Bank Internship (Global Banking and Markets: Equity Derivatives)

- Job responsibilities include:
  - Negotiating documents with bank counterparties
  - Arranging and recording weekly statistics
  - Spearhead an Excel macro-database project that consolidated reports generated monthly

**Singapore Armed Forces**

- Corporal First Class Navigation specialist onboard *RSS Independence (87)*

Jun 2010 - Jun 2012

**CO-CURRICULAR ACTIVITIES / COMMUNITY INVOLVEMENT ACTIVITIES****Anglican High Secondary School, Softball Club - Team player**

Jan 2003 - Dec 2006

- Joined the school team as a pioneer batch
- Participated in school team CCA club as a third base player
- Won 2<sup>nd</sup> in East Zone Inter-School Softball Championships 2006

**ACHIEVEMENTS AND AWARDS**

Completed professional development in Gridpass	2008
Completed International Competitions for School (English)	2005
• Received 'Credit' Award	
Completed International Competitions for School (Science)	2005
• Received 'Distinction' Award	
Completed Presentation Skills Workshop	2004
Completed Public Speaking Workshop	2003

**SKILLS/COMPETENCIES AND INTERESTS**

<b>IT Skills</b>	: Microsoft Word, Microsoft Excel, Visual Basic Application for Excel, Microsoft PowerPoint, Microsoft Visio, Microsoft Publisher, Reuters Traders' Asia, Reuter's Eikon, PowerPlus Pro, Kondor Plus, Crystal Reports, Web Intelligence
<b>Language Proficiency</b>	: English (Advanced), Mandarin (Chinese) (Advanced)
<b>Interests</b>	: Swimming, Reading