

**Name:** Ng Yuen Wah Eva

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**Reason of leaving:**

Working environment is a bit far away from my expectation as I have not been informed in advance about my department head (i.e. team head) is going to resign before I on board, and management is not going to hire back an experienced senior to lead the team which makes me feel insecure because I do not have sufficient experience to handle all tasks.

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**Education:** Curtin University (Nov 2011)  
Bachelor of Commerce (Accounting)

**Working Experience:**

**Company Name:** China Merchants Securities International Company Limited

**Job Title:** Associate

**Period:** May 2017 - Present

**Duty:**

- Responsible for daily operation of discretionary accounts and public funds
- Perform fund valuation and net asset value reconciliation
- Handle subscription, redemption and fee payments arrangement
- Produce daily and monthly internal portfolio reports to related parties
- Prepare QFII, RQFII monthly and quarterly reports
- Arrange fund injection and repatriation
- Assist fund set-up
- Coordinate with fund administrator, legal counsel and other external parties

Company Name: Bank Consortium Trust Company Limited

Job Title: Assistant Officer

Period: Oct 2013 – Apr 2017

Duty: MPF Fund

- Perform fund (FOF) valuation and position reconciliation
- Prepare subscription/redemption/switching orders
- Arrange payment for subscription and fee settlement
- Import accurate trades and prices
- Prepare regulatory reports and quarterly / monthly reports (Comply with MPFA)

ORSO Fund

- Perform fund (Equity & Fixed Income) valuation and holding reconciliation
- Prepare order instructions, fee settlement, funds cashflow projection & advices
- Prepare annual audit work
- Monitor investment restrictions
- Place time deposits with different currency and different tenor
- Prepare future collateral movement reconciliation
- Assist in TBA trade settlement
- Handle corporate action
- Deal with FO queries in professional and timely manner
- Participate in UAT for in-house system enhancement

**Company Name:** BOCI-Prudential Trustee Limited

**Job Title:** Accounting Assistant

**Period:** Jan 12 – May 13

**Duty:** RQFII Funds

- Perform daily fund valuation, bank and securities reconciliation
- Prepare monthly & weekly reports (Comply with SAFE, CSRC standards)
- Transfer capital for subscription receivable & redemption payment
- Assist in fund injection / repatriation
- Prepare annual report / interim report for audit purpose
- Handle corporate actions

Cayman Funds

- Perform daily fund valuation, bank and securities reconciliation
- Arrange fee payment

QDII Funds

- Prepare daily valuations and check with clients' valuations
- Prepare annual, interim, SAFE and CSRC reports
- Prepare fee settlement (e.g. transaction fees, trustee fee, audit fee, etc.)
- Handle corporate action issues

Investment Funds Valuations (BOCHK)

- Prepare daily valuations
- Annual report / interim report for audit purpose
- Subscription / Redemption data entry

<b>Language:</b>	Mandarin	Excellent		
	Cantonese	Native		
	English (Spoken)	Fair	English (Written)	Advanced

**Computer:** Proficient in Microsoft Office

**Bloomberg:** Basic knowledge

**Fund Accounting Software:** Sungard, PORTIA, Flex Account

**Availability:** 7 day notice until 04/08/2017, 1 month notice afterwards

**Expected Salary:** HKD 25,000 per month