

Leung Sik Wai Sackville

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PERSONAL SUMMARY

- **Experience** Experienced in various financial fields including personal finance, transactional banking, asset management and fund management.
 - **Skill** With legal training, work experience in legal documentation and client facing, specialize in corporate governance, contract drafting, contract negotiation, regulatory compliance, strategic planning and strategy implementation.
 - **Aspiration** Develop a career in the field of asset management, interested areas include compliance, contracts, strategy, policy and client facing with institutional clients.
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WORK EXPERIENCE

Dec 2016 to Present	In-House Paralegal (Contract), <i>State Street Global Advisors (Asia ex-Japan)</i>
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- **Legal drafting and Negotiation**
 - Analyzed documentation requirement of segregated accounts and drafted required legal documents such as notices, consent letter, IMA amendments and novations.
 - Reviewed and negotiated on contracts with service providers, segregated account clients, custodians and other parties.
 - Assisted in an RFP with a CPI client with HKD 500-million mandates and drafted a tailor-made IMA.
- **Fund Management**
 - Handled prospectus amendment and filings for ETFs listed in Singapore and Hong Kong.
 - Handled termination of a private fund.
- **Corporate Governance**
 - Responsible for company secretarial matters such as resolutions drafting and statutory filings.
 - Reviewed and amended constitutional documents of entities of the company.
- **Regulatory Compliance**
 - Assisted the head of legal on structural changes in compliance with the SFC-MIC regime and Dodd Frank Act.
 - Assisted in an SFC inquiry of fund performance.
 - Prepare monthly regulatory update and conduct relevant research.
- **Strategy Implementation**
 - Reviewed outsourcing policy and existing contracts with subsidiaries and service providers for cost evaluation programme.
 - Prepared memos on legal, regulatory and documentation requirements for setting up subsidiaries in two APAC countries.
- **Database management**
 - Organized all legal documents (3,000+), created the naming convention and central database globally adopted by the region.
 - Created a database of IMA clauses and documentation required for each account.

Apr 2015 to Nov 2016

Paralegal (Banking and Finance), *Stephenson Harwood*

- **Aviation and Ship Finance**
 - Handled transactions including sales-and-lease-back of 18 cargo ships, financing of 8 airplanes and other secured financing and refinancing projects.
 - Assisted in drafting facility documents, security documents, corporate authority documents, legal opinions and other legal documents.
 - Liaised and coordinated with the clients, registrars and any other parties on collection of condition precedents, title registration and registration of security documents.
- **Yacht Transaction**
 - Drafted the documents required for the sale of yachts.
 - Handling any inquiries from clients and escalate to supervisor if required.
 - Liaised with the registries, surveyors, the clients and other parties for the registration of yachts.
- **Bilateral and Syndicated Loans**
 - Handled loans secured by guarantee, share charge, account charge, etc.
 - Drafted required documents for the loans.
 - Liaised with various parties on collection of condition precedents

Aug 2010 to Aug 2012

Wealth Management Consultant, *Convoy Financial Services Limited*

- **Financial Planning**
 - Provided financial planning on insurance and fund investment and provide investment advice.
- **Portfolio Management**
 - Managed fund investment portfolios of HKD 10-millions.
 - Covered fund investments in bonds, commodities and capital markets in regions including global emerging new markets, BRICS, Japan and America.

EDUCATION

- Sept 2010 to Jul 2012: **Juris Doctor**, *The University of Hong Kong (2nd Class Honour)*
- Sept 2007 to Jul 2010: **Bachelor of Social Sciences**, *The University of Hong Kong (1st Class Honour)*
- Sept 2009 to Jan 2010: **Exchange Student**, *National Chengchi University of Taiwan*

LANGUAGE AND SKILLS

- **Language**
 - *English:* Business Proficient
 - *Cantonese:* Native
 - *Mandarin:* Business Proficient
 - **Computer Skills**
 - *Microsoft Office:* Legal proficient in Word, Business proficient in Excel
 - *Adobe Acrobat Pro:* Legal proficient
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