

GOH HUIJUN

Singaporean

Date of Birth: 5th April 1988

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WORK EXPERIENCE

HSBC PRIVATE BANK

HSBC Trustee (Singapore) Limited, Trust Relationship Manager

7 Sep'15 – Current

- Managing a portfolio of trust relationships and trust structures including charitable trusts with underlying assets such as real estate and investment portfolio.
- Carry out annual trust reviews and maintain contact with trust parties to ensure that structures are valid, current, compliant and appropriate in relation to change of circumstances, policies and regulatory requirements.
- Handle day to day administrative and distribution requests.
- Review client relationships and trust structures to identify new business opportunities from existing client structures, such as cross selling opportunities for Private Banking, Commercial Banking, Retail Banking divisions and within the trust department for philanthropy, governance, liquidity planning and probate.
- Review and revise fee in accordance to current pricing guidelines.
- Liaise and co-ordinate with third party service providers such as property managers, investment, tax and legal professionals.
- Part of the philanthropy team and charities committee that manages charitable trust structures in accordance to the charitable objectives.
- Review donation appeals and carry out scholarship interviews together with schools.
- Build relationships with charitable organisations.

SINGAPORE AIRLINES

Flight Stewardess

14 Feb'13 – Sep'15

- Responsible for the safety, security and wellbeing of passengers on board.
- Professionally trained in providing excellent customer service.
- First Aid trained for emergency medical situations.
- Received numerous compliment letters from passengers on excellent service.
- Travelled, explored and experienced more than 60 cities in over 30 countries all over the world.

NOMURA SINGAPORE LIMITED

Wealth Management Division – Nomura Trust Company (S) Ltd

Wealth Planning Solutions, Business Development Manager

18 Dec '11 – 2 Feb'13

- Direct support to the Managing Director of Trust.
- Conducted joint marketing with private bankers to understand clients' needs and identify new business opportunities for Trust services.
- Prepared and drafted trust proposal, trust deeds & letter of wishes.
- Set up new trusts as well as managed existing trusts.
- Liaised with legal and tax advisors to ensure optimum effectiveness and compliance of the trust structures under administration.
- Conducted briefings on basic trust business & marketing for new private bankers & assistants.
- Main Coordinator for the Universal Life Insurance ("ULI") Referral Program for both Hong Kong & Singapore Office – worked with an external panel of insurance brokers.

- Worked together with the bankers and insurance brokers to market and close ULI deals as well as maintain and follow up on the prospects list.
- Restructured and streamlined the firm's trust marketing materials.

Wealth Planning Solutions, Trust Administration & Business Support, Assistant
18 Oct '10 – 18 Dec '11

- Supported the Trust Relationship Management and Administration team in day to day trust administration and maintenance activities including trust accounting and reporting, distributions to beneficiaries and preparing annual trust review reports.
- Supported Wealth planners in marketing activities – prepared marketing materials, drafted trust proposals and trust deeds.
- Ensured proper documentation is in place for the set-up of new trusts as well as existing trusts.

TEMASEK HOLDINGS SINGAPORE

Trade Settlements Team – Intern

24 Mar '08 – 25 Oct '08

- Handled the settlements of derivative products such as Swaps, FX, FI and Non Deliverable Forwards.
- Matched economic details of the trade ticket against the swift note
- Resolved and followed-up on discrepancies
- Liaised with front office and external counterparties to resolve any settlement issues
- Programs used: Hi Portfolio, FS Manager, Gemini

CIVIL AVIATION AUTHORITY OF SINGAPORE

Airport Management – Intern

12 Sep '07 – 30 Nov '07

- Drafted replies for customer feedback on the performance of Singapore Changi Airport.
- Carried out surveys and prepared statistical reports on the performance and efficiency within the transit area.
- Assisted in events and meetings co-ordination for the opening of Terminal 3.

PROFESSIONAL QUALIFICATION

SOCIETY OF TRUST AND ESTATE PRACTITIONERS, UK

Foundation Certificate in International Trust Management (Distinction)

Diploma in International Trust Management (Qualified TEP)

16 March 2012

Completed in 2013

EDUCATION

THE UNIVERSITY OF QUEENSLAND, AUSTRALIA

Bachelor of Commerce (Finance)

QUEENSLAND, AUSTRALIA

02/03/2009 – 03/08/2010

TEMASEK POLYTECHNIC

Diploma in Business (Finance)

SINGAPORE

13/04/2005 – 20/04/2008

TANJONG KATONG SECONDARY SCHOOL

GCE "O" Level

SINGAPORE

02/01/2001 – 31/12/2004

CO-CURRICULAR ACTIVITIES/ LEADERSHIP

TEMASEK POLYTECHNIC

Position Held in Class Committee – Class Representative & Social Representative

Event Coordinator for Campus Care Network

TANJONG KATONG SECONDARY SCHOOL

Member of the Choir