Resume - Simon Choy

(Tel) +852 6702 4501 (Email) west_veg@hotmail.com

EXPERIENCE

Team Leader - Fund Services, Schroder Investment Management (Hong Kong)
March – July 2016

What we do: The team serves direct clients and controls daily fund operations

Key responsibilities:
- Lead the Client Services + Control team
- Serve direct investors (all channels) and act as point of escalation
- Support business, senior management, compliance and marketing teams
- Dealing order management, transfer agency control and fund operations
- Dividend distribution and rebates to agents/intermediaries
- Vendors / service providers management
- Regulatory reporting, reasonability checks, sales figures, statistics and KPIs
- Client KYC/FATCA review and Risk Profile maintenance
- Ad-hoc projects

Analyst - Global Investment & Institutional Client Services, T Rowe Price (Hong Kong)
April 2012 – March 2016

What we do: Works on daily investment operations, supports clients and stakeholders

Key responsibilities:
- Established the regional Portfolio Accounting team, act as the “go to person” and interact with global teams
- Daily operations, support client services, compliance and investment teams
- Cash management, record-keeping, reporting, reconciliation and resolving “breaks”
- Client funding and transfers
- Update/review controls, procedures and Business Continuity Plan
- KPIs, management reporting, service providers maintenance
- Back-up other middle office operations
- Projects and change management (team expansion, middle office outsourcing, data feed/systems)
- Promoted from Portfolio Accounting Specialist

In August 2015, T Rowe Price outsourced the investment operations to BNY Mellon
- Title changed to Senior Associate - Middle Office Client Service Delivery

Additional responsibilities:
- Client services and relationship management
- On-going risk analysis, address/review/propose change requests
- Ensure Service Level Deliverables are fulfilled
- Cross-training initiatives

(to be continued)

(Tel) +852 6702 4501 (Email) west_veg@hotmail.com

EXPERIENCE (continued)

Senior Fund Accountant, Manager - Private Equity Fund Services, Citibank (Hong Kong)

March 2009 – Mar 2012

What we do: Provides fund administration services to Private Equity fund managers

Key responsibilities:
- Fund administration and daily operations support for PE funds
- Client relationship management
- Cash management, capital transactions and partners' capital accounts
- Handle investors queries on behalf of the fund managers
- Initial closing, termination, transfers, KYC, audit and tax matters
- Client on-boarding, fee billing and business analysis
- Team management
- Promoted from Assistant Manager (Fund Accountant)

Senior Fund Accountant - Investment Fund Accounting, CIBC Mellon (Toronto)

June 2005 – Mar 2008

What we do: The team works on valuation and book-keeping for Canadian mutual funds

Key responsibilities:
- Calculate/review and deliver NAVs according to policies and procedures
- Valuation/pricing, benchmark analysis and corporate action reasonability tests
- Book-keeping, financial statements preparation
- Prepare for audit
- Working as a team to fulfill service level requirements
- Promoted from Fund Accountant

Clerk - Customer Service Centre, HSBC (Toronto)

April 2000 – June 2001

Key responsibilities:
- Support retail banking
- Clerical duties in the banking operations centre

EDUCATION

Postgraduate Diploma in Enterprise Risk Management - Hong Kong University

Completed in 2013

- Part-time study covering operational risk management frameworks, corporate governance, internal control, fraud and IT safety

Honours Bachelor of Science - University of Toronto

Completed in 2005

- Major: Actuarial Science
- Minors: Statistics and East Asian Studies