

RESUME

PERSONAL DETAILS

Name: Enoch Wu

Email: enochw@live.com.au

Contact Number: Mobile: (852) 6844 1033

Residence: Tin Shui Wai, New Territories
Hong Kong

EDUCATION

University of New South Wales 2012
Completed: Bachelor of Economics: Majors in Economics and Finance

CERTIFICATION

Hong Kong Securities and Futures Commission
Licensed Representative for Horizon Capital Management and Research Limited June 2017

- Type 4: Advising on Securities
- Type 9: Asset Management

Hong Kong Securities and Investment Institute
Completed: HKSI Paper 1 Fundamentals of Securities and Futures Regulation 2016
Completed: HKSI Paper 12 Asset Management 2017

EXPERIENCE

Company: Horizon Capital Management & Research Ltd
Industry: Long Short Hedge Fund.
Position: Equity Dealing/ Operation Specialist
Time Employed: August 2013 – Present
Duties:

- Executing trades
- Assign allocations for fulfilled trades.
- Daily P&L and portfolio position reporting.
- End of month exposure and top portfolio holdings reporting
- Ensure timely trade matching and settlement, and resolving failed trades.
- Monitor the accuracy of mandatory and voluntary corporate actions events.
- Reconcile custodian reports against internal records – include cash position, custody position, and trade activities.
- Manage the flow for equity or currency options when they are exercised or expire.
- Responsible for SFC, CIMA, and IRS filings/ reporting requirements.
- Responsible for fund related KYC/ Due Diligence.
- Assisted in document reviewing and setup process for ISDA.
- Co-ordinated company's annual audits with auditors.
- Assisted in the migration of company's asset to a new custodian.
- Co-ordinated the migration of fund administrators.
- Ad hoc administrative and related tasks.

Company: Standard Chartered

Industry: Banking and Finance

Position: Administrative Assistant

Time Employed: November 2012 – August 2013

Duties:

- To approve of account opening and credit card application from retail clients
- Data input of customer details into company internal systems
- Stock keeping of promotional leaflets and gifts for outreach team
- Related administrative tasks and ad hoc activities.

Company: Kinetic Securities

Industry: Finance – Stockbroking

Position: Administrative Internship

Time Employed: November 2010 – March 2011

Duties:

- Admin Work- Using Sage Sales Logix (SLX) to manage and update account details for clients and creating new accounts for new clients.
- Conducted cold calls for more senior brokers to create more prospects
- Answering incoming phone calls
- Supported other brokers to create a P/L spread sheet for trade.
- Worked with other interns to re-organize client data when the company changed trading platforms

Company: Office Works

Industry: Retail – Office Supplier

Position: Customer Service Assistant (Stationary)

Time Employed: October 2009 – March 2010

Duties:

- Providing quality customer services to customers to represent the company in a professional manner.
- Assemble displays of merchandise in a quick and tidy manner.
- Follow company's safety rules to avoid potential hazards onto my self and customers.

EXTRA-CURRICULAR

Shack Tutoring at UNSW 2010

- Aided high school students in year 7 and 8 to progress in mathematics school work on a weekly basis.
- All students passed or received credits or distinction

Fundraiser for Royal North Shore Hospital 2008

- Raised \$500 for Royal North shore Hospital, as part of a charity taken by Chatswood high school.

Fundraiser for World Vision 2008

- Raised over \$3000 for World Vision to fight global food crisis, as part of a charity taken by Chatswood High School.

Principal's Award, 2008