

Dear Sir/Madam

I am an inquisitive and international-minded team player who expresses great interest in applying for a position in the field of client relationship management. I am ready for this challenge, and am determined to contribute beyond my very best in furthering the successes of your esteemed organisation.

I graduated from Aston Business School with a BSc(Hons) in International Business and Economics (First Class) and the programme includes a variety of international business and finance-based modules, as well as analytical and research work on companies and global trends. The experience of studying abroad has broadened my knowledge on the mechanics of the global economy and financial markets and increased my awareness on a wide range of international issues.

As part of my degree at Aston, I underwent a year-long work placement with Lion Global Investors in Singapore. As a Client Relations intern for over a year, I was responsible for the monthly production of over 30 fund factsheets which required significant liaising with the compliance and data management teams and the fund managers. In addition to the factsheet production, I had to coordinate information between the various departments in order to complete monthly and quarterly fund questionnaires and due diligence reports as part of the direct support for the relationship managers. Possessing knowledge on the various fund products and the monthly performance and fund manager's commentaries is crucial as I may have to be the first point-of-contact for certain information before any further escalations to the relationship managers. Knowledge of AML and KYC were the necessary skills required for me to perform my duties.

My 6-months contract stint with Credit Suisse AG supporting the London Client Relationship Management Group (Soft Commission) has further honed my client management skills especially in the dealing of European and North American clients (FIs, hedge funds etc.) The daily contact and liaising between my assigned clients and the RMs in London has given me important exposure in a range of client requests from callbacks/SSI setups, invoicing, operational inquiries to reconciliation and the setting up of client static information in the form of trade bookings and soft commission rates.

Hence, I possess almost 2 years of solid client-dealing experience under my belt.

'To be part of people's solutions, not problems' has always been my personal motto and I hope that my personal inquisitiveness and experience will be a positive contribution to your esteemed organisation.

I have attached my CV for your reference and I would like to thank you for your time and consideration. Should you have any questions regarding my application please do not hesitate to contact me on my mobile at 9780 2728 or email me at [weemjj@aston.ac.uk](mailto:weemjj@aston.ac.uk).

Yours faithfully



Joshua Wee

# CURRICULUM VITAE

## Personal Particulars

Name : Wee Ming Jun Joshua  
Date of Birth : 04 June 1990  
Citizenship : Singaporean  
Contact Info : 9780 2728 (Mobile)  
weemjj@aston.ac.uk (Email)  
Course : BSc (Hons) International Business and Economics



## Skills, Abilities and Language Proficiency

- Microsoft Office – Macros and Access
- English Language (Written & Spoken) - Native
- Mandarin (Written & Spoken) - Mother Tongue
- German Language – Beginner
- Bloomberg and Morningstar Direct

## Personal Flairs

- Strong leadership skills
- Perform well under pressure
- Strongly embedded with the Asian values of commitment, respect, discipline and collective growth
- I possess Asian values with Western creativity to analyse with an international perspective on a wide range of issues

## Employment History

### Mar 2016 - Present Associate at Lion Global Investors Limited Singapore

#### Reconciliation and Reporting, Operations Division

- Daily reconciliation of Unit Trust prices for uploading onto public web domain. Investigating breaks in positions and liaising with internal stakeholders on resolving these breaks
- Daily cash reconciliation on the ledgers for various UT Funds and Segregated Accounts. Working with the custodians, central dealing teams on ensuring proper funding of accounts and resolving FX queries
- Addressing ad-hoc queries from the Relationship Managers and segregated accounts and preparing monthly reports to service clients
- Monthly Derivative reconciliation (Forward FX, Swaps etc.) and working with stakeholder, both internal and external on resolving breaks
- Preparation of monthly factsheet data for use by both relationship managers and fund managers

### Aug 2015 - Feb 2016 Business Analyst at Credit Suisse AG (EMEA CSA Operations)

#### Commission Sharing, London Client Relationship Management Group

- Monthly reconciliation of global client trades and setting up of static client information, commission rates and trade bookings into the global sales credit system
- Issuing invoices and assisting RMs in the set-up of SSI instructions. Validating invoices to determine if clients' payment are eligible using CSA credits. support of end-to-end process for CSA related payments
- Address any ad-hoc queries from European/North American clients and internal stakeholders such as traders, RMs and offshore support teams
- Assisted in the testing of the internal migration to a global Soft Commission booking and Invoice System

### Jul 2013 – Sep 2014 Intern at Lion Global Investors Limited in Singapore (13-Months Industrial Placement)

#### Client Services, Business Development Responsibilities:

- Monthly preparation of 60 fund factsheets for the various bond funds, equity funds and multi-asset strategies. Liaising with Fund Managers to obtain commentaries and extracting performance figures from Bloomberg and Morningstar Direct
- Monthly database updating of fund profiles and ratios involving bond funds for 8 consultants (eVestments, Cambridge associates etc.)
- Involved in a year-long project to automate the production of the factsheets. Key responsibilities include the testing and sending of regular status reports back to the foreign-based vendors and providing feedback
- Assisted in carrying out due diligence and completing questionnaires on the performance and quality of both bond funds and equity funds
- Involved in the preparation of monthly consolidated valuation reports to be sent to Japanese distributors
- Proof reading research reports and commentaries on market developments and fund performance

Through my placement programme, I have acquired an understanding of the various fixed income instruments and equity securities and the basic analysis involving the yield-curve, credit-ratings and relevant financial ratios.

### **Other Employment Experience**

<b>Year:</b>	<b>Description:</b>
Nov 2010 – Sep 2012	Singapore Armed Forces (Platoon Sergeant- Signals)
Mar 2009 - Apr 2009	Industrial Training Programme at Commerzbank AG (Trade and Settlements)

### **Achievements**

<b>Year:</b>	<b>Description:</b>	<b>Organization:</b>
2014	Finalist - ABS Placement Award	Aston University
2012/2013	Aston Business School Undergraduate Scholarship	Aston University
2010	Asian Management Challenge (2nd Place)	Asian Association of Management Organizations (AAMO)
2010	SIM National Management Competition - 1st Place	Singapore Institute of Management

### **Academic Background and Qualifications**

Sep 2012 - Jun 2015	Aston University	BSc (Hons) International Business and Economics (1 <sup>st</sup> Class Honours)
Aug 2010	Singapore Technical Analysts' and Traders' Society	Diploma in Technical Analysis (DTA)
Apr 2007 – Mar 2010	Singapore Polytechnic	Diploma in Banking and Financial Services (Financial Trading)

### **Hobbies & Interests**

- Hobbies - Badminton, Football, Stargazing, Boxing, Falerist

### **References**

- Mr Alan Kong  
Head, Human Resources and Corporate Services  
Lion Global Investors Limited  
Tel: +65 6417 6800  
Email: AlanKong@lionglobalinvestors.com
- Dr Uwe Napiersky  
Teaching Fellow (Lecturer)  
Aston Business School  
Tel: +44 121 204 3275  
Email: u.napiersky@aston.ac.uk

