

Name: Ong Chin Hian

Gender: Male

Contact No: 92202038

Email: chinhian90@gmail.com

Education:

-Singapore Institute of Management

Sep 2011 - May 2014

- UOL Banking and Finance degree with second class honours (Upper Division)

Work Experiences:

Citco Fund Services

Jul2014-Current

Position: Senior Operation Analyst

Job Scope

- Prepare daily/monthly E-binders to account for all breaks.
- Prepare daily trades, position & cash reconciliations
- Communicate with client and brokers on the outstanding breaks.
- Resolve Instrument & Trade file kickouts from system.
- Coordinate with Manila office over pre-production processes and review their work.
- Coordinate with Dublin office on internal practice and potential delivery delays.
- Review Over the counter (OTC) master agreements and confirmation.
[CDS, CDX, FX, IRS, VARSWAP, VOLSWAP]
- Review other colleagues work before submission and train new hires on internal process and reports.
- Conduct daily checks on funds to ensure no trial difference for data quality control and resolve it.
- Assist on new clients on-boarding into Automated Resolution Tool (ART).

AXA IT service desk

Jun2013 – Aug2013

Position: Network Associate

Job Scope

- Work in a team of 3 to provide support to a department of 240 staff
- Pick up calls and assist on IT request
- Coordinate with IT engineers to resolve internal IT issues
- Assist in ad-hoc tasks

CGH IT Helpdesk

May 2012 – Aug 2012

Position: Network Associate

Job Scope

- Manned Changi General Hospital Helpdesk and resolve desktop issues.
- Ease migrating of email platform from Lotus Notes to Microsoft Outlook 2010
- Run test to ensure new platform is stable with no issues.

Tivo Technologies Pte Ltd

Mar 2011 – Aug 2011

Position: Network Associate

Job Scope

- Conduct site survey for LAN migration
- Configure Alcatel & Cisco switches
- Coordinate with client on wireless AP physical locations
- Complete Patching List of LAN network on Excel
- Create wireless AP floor plan and network diagrams on Visio
- Ensure the migration is carried out smoothly
- Prepare and conduct user acceptance test (UAT)

National service

Mar 2009 – Mar 2011

Unit: Transport

- Vocation: Clerk

Achievements:

-National Service

Mar 2009 – Mar 2011

- Best soldier of the month

-Meridian Junior College

Jan 2007 – Dec 2008

-Gold award for NTU Research Programme 2007

- Researched production of metal hydroxide and metal oxide nanostructures from metal corrosion
- Design poster and presented research at NTU
- Participate in 1st Meridian Research Symposium in 2008

-Class Chairperson

- Organize Chinese New Year celebration 2008 for the school with 5 other chairpersons
- Set up a game stall during the school open house 2008
- Ensure class fund is enough to cover all necessary expenses

-CIP

Team leader for a mural painting at Pasir Ris Family Service

- Design the wall mural and organized the painting with 20 team members.
- Taught volunteers how to blend and contrast the painting.
- Planned and carried out games for children at the family service