

Ng Wei Feng

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EDUCATION

National University of Singapore

Jun 08 – Jun 12

Faculty of Social Sciences

Bachelor of Social Sciences (2nd Class Honours)

Major in Economics and Minor in Business Administration

Coursework: Investment Analysis & Portfolio Management, Financial Economics, Financial Accounting and Econometrics etc.

Lund University

Jan 10 – Jun 10

School of Economics and Management

Participated in an overseas exchange program and gained international exposure in Sweden

Tampines Junior College

Jan 04 – Dec 05

Singapore-Cambridge General Certificate of Education (Advanced Level)

Distinctions in Economics and Mathematics

WORK EXPERIENCE

Schroder Investment Management (Singapore) Ltd

Aug 14 – Present

Lead Technical Specialist, Operations Onboarding

- Coordinate portfolio transitional projects such as new client on-boarding, in-species transfer, termination and restructuring from an operational perspective
- Main liaison point in Asia Pacific between internal stakeholders (e.g. Front Office, Operations, Legal, Compliance, Fund Services and IT) and other relevant external parties (e.g. appointed Custodians, Fund Administrators and Brokers) during transition projects
- Provide project management services to better enable the company to take on new institutional business, meet clients' objectives and launch new fund products as efficiently as possible, in a time-efficient, risk-controlled, client-focused, and cost-effective manner
- Act as an interface between the Client Management/Product Development teams and the Operation teams to minimize operational exceptions. Where possible, seek to positively educate clients to adopt company's standard operating model. Where not possible, deliver alternate and scalable solutions to meet clients' objectives.
- Review Investment Management Agreements and flag out any operational anomalies.
- Work closely with portfolio management team to understand any new mandate's market & account requirements and ensure that the portfolio will be operationally ready for inception.
- Conceptualize, understand, document and communicate newly implemented business processes to all impacted teams

Manulife Asset Management (Singapore) Pte. Ltd.

Jul 12 – Jul 14

Executive, Investment Operations

- Fund Operations: Reasonableness check on daily Fund valuations and ensure timely price reporting. Review and collate daily subscriptions & redemptions for reporting to Front Office. Ensure accurate placement of trade orders with Transfer Agents. Daily cash management and escalate potential overdraft to Portfolio Managers and management.

- Trade Operations: Process Equities, Fixed Income, Money Markets, Forwards, Cross Currency Swaps and Futures transactions. Liaise with brokers and custodians to ensure trades are settled accurately, timely and completely. Process Corporate Actions with counterparties and Back Office. Perform account opening with various counter-parties. Ensure new securities and funds are set up appropriately in internal systems. Review daily checks on cash and position reconciliations. Prepare quarterly broker reviews.
- Product Support: Generate monthly Fund performance peer comparison reports for internal management reporting and had to analyze various discrepancies in Funds performance. Collate and process information for production of monthly fund factsheets.
- Participated in a three-month attachment with the Product Advisory and Product Development teams and was involved in the launch of the Manulife Asia Pacific Investment Grade Bond Fund.
- Participated in a three-month attachment with the Institutional Sales team and was involved in the preparation of presentation decks and monthly client reporting.

NTUC Income Insurance Co-operative Limited

May 11 – Jul 11

Intern, Finance (Credit Control)

- Liaised with real estate valuers to obtain indicative valuations for over 200 properties. Derived and analyzed loan-to-valuation data for reverse mortgage loan cases. Summarized trend and highlighted any anomalies.
- Participated in an aging and impairment report exercise. Gave feedbacks to reduce process time for computation of these reports. Provided management with a report about the process and the impact of various anomalies on Profit and Loss Statement.

LEADERSHIP POSITIONS

National University of Singapore

Jun 09 – Aug 09

King Edward VII Hall Flag Committee (Vice Head)

- Headed the Operations and Publicity Department with 12 members in total. Planned fund raising activities and coordinated almost 200 residents to solicit on National University of Singapore Students' Union Flag Day.
- Raised more than \$40,000 for beneficiaries and won the Flag Day Silver Award.

National University of Singapore

Aug 08 – May 09

King Edward VII Hall Soccer Team (Vice Captain)

- Organized and supervised the trainings of Male team consisting more than 20 players.
- Fostered team spirit through various team bonding activities

AWARDS AND ACCOMPLISHMENTS

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|-------------------------------------------------------------------------|------------------------|
| • Bloomberg Essentials Training Program: Equity, Fixed Income | Dec 10 |
| • NUS Awards for Study Abroad (Student Exchange Awards) | Jan 10 – Jun 10 |
| • King Edward VII Hall Outstanding Freshmen (Block Committee) | Aug 08 – May 09 |
| • Nanyang Technological University Business Finance (E-learning Course) | Oct 08 |
| • 1 st in Class for GCE 'A' Levels | Dec 05 |

LANGUAGES AND INFORMATION TECHNOLOGY SKILLS

- English – Fluent, Mandarin – Fluent
- Proficient in Microsoft Office and Adobe Creative Suite 3
- Basic knowledge of Bloomberg and Morningstar