

Françoise Marie Germaine Dumont

17 Seletar Road
#04-18 Seletar Park Residences
Singapore 807019

Date of Birth: 19 May 1990
Nationality: Singaporean

(+65) 9384 7931
francoisemgd@gmail.com

Personal Summary I am a hardworking, conscientious and responsible individual who gives my utmost best in all tasks I am assigned.

EXPERIENCE/SPECIALISMS

- 3+ years experience in Operations within Wealth Management/Private Banking working in Operations Risk and Trade Support for OTC Derivatives in **J.P. Morgan** and a short stint in Corporate Banking in **Bank of America Merrill Lynch** working in Settlements Investigations for Global Transactional FX trades
- Rated within the top percentile for the 2014 year-end performance ratings and promotion in **J.P. Morgan**
- Taking on projects in the Operations space and cross-training colleagues in **J.P. Morgan**
- Knowledge of Hedge Funds and OTC Derivatives in **J.P. Morgan**
- Knowledge of SWIFT messages in **Bank of America Merrill Lynch**
- Knowledge of cash reconciliations in **J.P. Morgan** and **Bank of America Merrill Lynch**

WORK EXPERIENCE

Dec 16 – Jan 17	Bank of America Merrill Lynch Settlements Analyst <i>Global FX Investigations Team</i>	Chester, UK
	<ul style="list-style-type: none">• Reconciliation of the bank's nostro accounts relating to settlement of FX trades• Investigation and timely resolution of exceptions/issues raised by processing teams and clients via SWIFT messages• Involved in daily management of systemic reconciliations between settlements and finance platforms, including the Front Office system• Resolution of queries following the settlement of FX trades and includes regular dialogue with business partners, external clients and various trading desks• Resolution of incoming and outgoing payment exceptions for a wide client base	
Oct 15 – Sep 16	J.P. Morgan Chase Bank (Singapore Branch), Private Bank Trade Support Analyst, Professional Exempt of Private Banking <i>OTC Derivatives Team</i>	Singapore
	<ul style="list-style-type: none">• Member of the newly formed team in Singapore responsible for OTC Derivative trade life cycle management solely in Asia• Used my training and knowledge from my previous role in Geneva to help migrate Asia-centric processes over from the team in Geneva to the team in Singapore• Maintained regular contact with our team in Geneva to ensure streamlined processes across Asia and EMEA	
Apr 15 – Oct 15	J.P. Morgan (Suisse) SA, Private Bank Trade Support Analyst, Mandataire Commercial <i>OTC Derivatives Team</i>	Geneva, Switzerland
	<ul style="list-style-type: none">• Member of the team responsible for OTC Derivative trade life cycle management in EMEA as well as Asia• Drafted ISDA client confirmations including for non-deliverable forward trades• Calculated and executed the booking of interim swap payments• Deep focus on training in order to be sufficiently functional to join the new OTC Derivatives Team in Singapore (taking over Asia trades) in October 2015• Updated the procedures in place and adapted them for the new team in Singapore	
Aug 13 – Apr 15	J.P. Morgan (Suisse) SA, Private Bank Operations Risk Analyst, Mandataire Commercial (Promoted in Jan 2015) <i>Rated within the top percentile for the 2014 year-end performance ratings</i> <i>International Alternative Trade Order Management Team (iATOM)</i>	Geneva, Switzerland
	<ul style="list-style-type: none">• Member of the team responsible for the streamlined client instruction document review and	

- reconciliation during each investment cycle for Alternative Investment products
- Client instruction document review and reconciliation of various corporate action events for Alternative Investment products
- Integrated new regulatory requirements (Form PF, CFTC, AIFMD and CISA)
- Integrated the Offering Materials Fulfillment function in December 2014, providing fund documentation, after performing pre-trade checks, for clients investing into Alternative Investment products

Apr 11 – Dec 12 **Webster University, Geneva Campus** **Switzerland**
Student Assistant
Admissions Office

- Managed student application records, correspondence and queries about the admissions process

Apr 10 – Nov 10 **Axia Investments S.A.** **Geneva, Switzerland**
Internship in Portfolio Management

- Conducted fund and market research for partners and their clients
- Maintained the securities masterfile for partners and their clients
- Oversaw the daily trade transactions for clients in absence of Head Secretary

PROJECTS

Aug 13 – Apr 15 **J.P. Morgan (Suisse) SA, Private Bank** **Geneva, Switzerland**
International Alternative Trade Order Management Team

- Leveraging Asset Management (AM) University for IPB Operations – consolidated list of relevant trainings to complete for new joiners
- Subscriber Information Form (SIF) Concept – re-organization of the tracking and validation process for SIFs as well as creation of a FAQ sheet and 'Special Cases' document
- iATOM Hedge Fund/Private Equity Corporate Action Tracking process – taking over the Corporate Action Tracking process for Hedge Funds and Private Equity and ensuring a smooth takeover from the existing Middle Office Corporate Actions Team
- iATOM-Hedge Fund Servicing Cross Training – organized cross training between the 2 teams to ensure coverage during busier periods
- Funds Faculty – presented with colleagues from other Operations teams on a topic under Hedge Funds (Real Estate Investment Trusts) to share our research with Middle Office

EDUCATION

Oct 10 – Dec 12 **Webster University, Geneva Campus** **Switzerland**

- BSc Finance, minor in Psychology
- Elected to the Dean's List for Fall 2011 semester
- Graduated 15 Dec 2012 with GPA: 3.70/4.00
- Awarded Departmental Honors by the Department of Business
- Inducted into the Delta Mu Delta Honors Society for Business

Sep 09 – Sep 10 **University of Geneva** **Switzerland**

- Credits awarded towards a BA International Relations
- Completed courses in Principles of Microeconomics and Macroeconomics and Introduction to Political Science

SKILLS

Computer Proficient in Microsoft Office – Outlook, Word, Excel, PowerPoint

Systems Workstation and Olympic booking systems, Murex, Basic Bloomberg knowledge, FX Transact, Pega Case Management system, Jcash Money Management application

Languages Fluent spoken and written English (Native speaker), Fluent spoken and written French (DEL F B2), Intermediate comprehension and spoken Bahasa Melayu

ADDITIONAL REFERENCES AVAILABLE UPON REQUEST