
Leung Hiu Fai, Karen (梁曉暉)

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HKID: Z178086(8) Sex: Female Date of Birth: 14 July 1982

Working Experience

➤ **06/2016- Present UBS SDIC Asset Management (HK) Company Limited**

Fund Operations – Senior Operation Manager

- Acting Manager-In-Charge (MICs) of Operational Control and Review on Core Functions set out by SFC.
- Acting an Approved Person to liaise with SFC for all products related
- Checking/ prepare daily valuation reports for RQFII, private fund, discretionary clients and reconcile the NAV compare with Trustee valuation reports
- Liaise with external and internal parties such as Custody, Trustee, External Broker, Bank and Internal related departments for valuation, trade settlement, corporate action issue etc.
- Decision making of choosing Custody/Trustee/Fund administration for new product setup
- Trade settlement for Equity, Bonds and Structure Note
- Prepare monthly statement to the Clients
- Broker account opening
- Involve in year-end audit financial report
- Involve in fund setup / new fund launch
- Checking on Corporate Action

➤ **03/2009-06/2016 Hai Tong Asset Management (HK) Limited**

Fund Operations - Assistant Manager

- Prepare daily valuation reports for RQFII, Mutual fund, private fund and discretionary clients.
- Trade matching thru **Omgeo CTM** and upload trades into **Portia System**
- Handling subscription and redemption order.
- Handle broker account opening

- Handle External and Internal Fund Subscription and account opening with Compliance and Company Secretariat.
- Liaise with Custody, Trustee, External Broker, Bank and Internal related departments.
- Deal with Fund Managers for the portfolio related.
- System implementation (UAT Included)
- Prepare settlement and FX instruction to Trustee.
- Daily reconciliation for the private client position.
- Check the broker's trade confirmation with the dealing report if there is any discrepancy.
- Trade settlement both Bonds (RQFII) and Equity
- Checking on Corporate Action.
- Involve in year-end audit financial report
- Involve in fund setup / new fund launch

➤ 07/2008 –
02/2009

AXA China Region Insurance Company Limited, HONG KONG

Accountant – Fund Administration

- Support the daily fund valuation process: provide accurate and timely information to fund houses/ fund managers; handle related cash flows properly; ensure daily valuation and reports are on time and with accuracy
- Assist in supervising a subordinate who prepares daily fund valuation and management reports
- Handle daily trade orders for fund subscription and redemption
- Involve in new fund set up
- Take up tasks and projects as assigned from time to time

➤ 03/2006 –
07/2008

Bank of Consortium Trust Company Limited, HONG KONG

1. Full-time Senior Associate – Fund Administration (from January 2008 to July 2008)

2. Full-time Fund Administrator (from October 2006 to December 2007)

- Maintain a high degree of accuracy and consistency in preparation of daily reporting and ensure that the pricing/valuation process adhered to controls and procedures.
- Perform daily/weekly/monthly bank reconciliation, scheme reconciliation and custodian reconciliation on timely manner.
- Prepare accounting entries and fee schedules for schemes and funds.

- Prepare the valuation report and ensure that all transactions are correctly updated in PORTIA and calculate the net asset value per unit for all constituent funds accurately and timely.
- Review the investment portfolios and complete the investment compliance checklist for all funds.
- Advise supervisors on material issues and/or unresolved issues relating to the portfolio funds under his/her administration.
- Assist supervisors in preparing of statutory reports/returns.
- Take up tasks and projects as assigned from time to time

3. Full-time Scheme Administrator (from March 2006 to October 2006)

- Accurate input of data which may include:
 - Employer and member enrolment
 - Contribution
 - Change of investment mandate, fund switching and fund re-balancing
 - Change of Information
 - Employer and employee termination
- Prepare standard letters to clients
- Perform document preparation for imaging.
- Filing and responsible for document retrieval from warehouse
- Ensure strict compliance with legislative requirements and control procedures.
- Take up tasks and projects as assigned by supervisors.

Education Background

- 03/2004 - 02/2006 Deakin University, Australia. **【Bachelor of Commerce - Major in Finance】**
- 03/2003 - 03/2004 Melbourne Institute of Business and Technology (MIBT) **【Diploma of Commerce】**
- 02/2002 - 11/2002 Taylors College, Melbourne, Australia. (Foundation Course Programme)
- 04/2001 - 12/2001 Year 11 in Taylors College, Melbourne, Australia.
- 11/2000 - 04/2001 Taylors College, Melbourne, Australia. [A high school preparation course]
- 09/1995 - 08/2000 Liu Po Shan Memorial College (Secondary 1- Secondary 5)

Academic Attainment

- 02/2006 **Bachelor of Commerce (Major in Finance), Deakin University, Melbourne, Australia**
- 06/2004 **Diploma of Commerce, Melbourne Institute of Business and Technology, Australia**
- 06/2002 **Foundation Studies Programme Certificate, Taylors College, Australia**

- 12/2001 **Year 11 Victorian Certificate of Education (VCE)**
- 04/2001 **Certificate of English Course (Upper level)**
- 08/2000 **HK Certificate of Education Examination (HKCEE)**

IT Knowledge & Computer Skills

- Good PC Skills in MS Word with typing speed at about 40 wpm (English)
- Good knowledge of office applications – Word, Excel, PowerPoint
- Good knowledge of basic information technology and use of internet

Language Abilities

- Fluency in spoken and written in English and Chinese.

Other Certificates/Skills

- Mandatory Provident Funds Schemes Certificates.
- SFC License (Paper 1)

Personal Attributes

- Strong deductive reasoning and problem-solving capabilities
- Ability to handle multiple tasks and prioritize
- Ability to work independently and in a team
- Good analytical mind
- High organizing power
- Good comprehensive power
- Willingness to learn and exceed expectations
- Adaptability and flexibility
- Good sense of judgment

Interests

- Swimming, Badminton, Tennis, Bowling, Reading, Listening to Music and Songs, Watching Movies & TV Programmes, Information Searching.

Availability

- 1 month notice

Currently Salary

- HKD49,500 per month

Referees

Mr. Edwin Wong, (Left AXA already)
Manager
AXA China Region Insurance Company Limited
Tel: 2519 1428

Mr. Daniel Ho
Manager
Fund Administration Department
Bank of Consortium Trust Co. Ltd.
Tel: 2298 9952

Mon Lui
Manager
Fund Operation Department
Haitong International Asset Management Limited
Tel: 6233 2342

Harrison Chiu
Trader
UBS SDIC Asset Management (HK) Co Ltd
Tel: 6211 4660