

Matthew KIM

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WORK EXPERIENCE

Crédit Agricole Corporate and Investment Bank SA (via Alan Allman Asia)

Singapore

KYC Analyst, Periodic Review

6 February 2017 ~ Present

- Participate in a Periodic Review project of Middle Office and undertake Client Due Diligence to meet timely documentation review
- Assist the respective Relationship Managers and Front Office in various jurisdictions to collect and verify KYC documentation such as Certificate of Incorporation and Passport/ID copies of Directors
- Adhere to local requirements in Singapore such as MAS Notice 626, to collect the Unique Identification Number and identify the connected parties of the bank customer
- Adhere to local requirements in Hong Kong such as HKMA Guideline, to obtain the Certificate of Incumbency, Ownership Chart and List of Authorized Signatures with Certified True Copies of all documents
- Investigate the shareholding structure of the Counterparty up to Beneficial Owners (25% / 10%) based on A2, B and C risk ratings
- Access various Type 1, 2 and 3 documentation sourced from the Securities Exchange Commission, National Futures Associations and Bankers Almanac to retrieve proof of regulation as well as the Wolfsberg Group Anti-Money Laundering Questionnaire or swift code of Banking or Non-Banking Financial Institutions
- Collaborate closely with Relationship Managers, Controllers and Financial Security Officers to complete the timely Periodic Review of the Counterparty up until Next Review Date

Thomson Reuters Corp

Penang, Malaysia

Case Management Analyst, Org ID

21 December 2015 ~ 31 January 2017

- Performed due diligence in the APAC/ EMEA/ USA jurisdictions via Salesforce platform to develop and process KYC requests within the agreed SLA
- Defined complex entity structures including SPV, Trust and Fund in order to obtain its related documents such as AML Representation Letter as well as Trust Deed/Letter of Authority
- Investigated PEP/ Negative Media/ Adverse Information/ Sanction of End-Client via screening checks on World-Check system to ascertain full or potential matches against the World-Check list
- Participated in an on-going South African remediation project to establish KYC profiles as well as engage in client outreach

EDUCATION

University of Otago

Dunedin, New Zealand

Bachelor of Commerce, Class of 2015

- **Major:** Finance
- **Relevant Coursework:** Economics / Accounting / Finance / Statistics classes

SKILLS & ACHIEVEMENT

- **Languages:** Fluent in Korean and English
 - **Technical Skills:** Proficient in World-Check, GoldTier, Eikon, Salesforce, Lexis Nexis and KIWIS
 - **Achievement:** Appointed as the Learning Champion and proxy Team Leader for South African project in Thomson Reuters Org ID
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