

YUNG Wan Seen Stephanie

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Qualification Holder of SFC licence Type 1,4, 9 & Licensed MPFA Intermediary

Education

2008 – 2011 University College London, United Kingdom
BSc (Hons) Statistics and Operational Research with Management Studies

2006-2008 Headington School, Oxford, United Kingdom

- GCE A Level 4'As and 1 GCE AS Level grade A at Chemistry and grade B at Physics

2001-2006 St. Paul's Secondary School, Hong Kong

Work Experience

Jun 2013 – present J.P. Morgan Asset Management, Hong Kong –
Associate, Client Account Management, Institutional and Pension Business

- Responsible for legal, operational and all other non-investment requirements of our Institutional client base including large corps, pension schemes, insurance companies, sovereign and central banks
- Managed various account types including segregated accounts, multiple fund range including UTs and SICAVs
- Duties include respond to client enquiries and have them resolved in an expedient manner, works cross functionally across number of departments and region
- Provide support to the Sales team, include information research and preparation of meeting materials
- Negotiation of legal documents including IMAs, co-ordination of account openings/closure, perform KYC and AML on accounts to ensure compliance to regulations, overseeing audits and due diligence visit
- Strong understanding of operations and market trade flows and act as single contact point to client in resolving day to day queries
- Meet and conduct service review with existing or prospective clients / representatives
- Ambassador on global client experience initiatives and work on client servicing projects

Aug 2011 – Jun 2013 Citigroup, Institutional Client Group, Hong Kong –
Securities and Funds Services Operations –
Corporate Actions Analyst, Securities Processor

- Expertise in Asian markets Corporate Actions
- Generate and manage message notifications, corporate actions confirmations, event narratives, corporate action status and market watch outs via SWIFTS
- Carry out global securities lending business for all cross board transactions for HK & UK global windows, work closely with traders, security lending team and counterparties
- Lead on ad hoc projects for the department, participated in LEAN project, UAT system testings, community services and Voice on Employees projects

August-September 2010 Acciona, S.A., Hong Kong
Assistant Legal Administrator, Summer Intern

- Provide assistance and support on a number of arbitration cases

July-August,2007 Fubon Bank, Hong Kong
Offshore Ambassador Banking Department, Summer Intern

- Risk calculation and risk analysis from risk assessment questionnaires
- Basic data analysis and research

Languages – Fluent in English, Cantonese and Mandarin, written and verbal
International English Testing System (IELTS) - Overall score 8.0