

Chan Hoi Kei Rachel (陳凱琪)

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EDUCATION

The Chinese University of Hong Kong	<i>Sep 2013- July 2017</i>
<ul style="list-style-type: none">Bachelor of Integrated Business and Business AdministrationMajor in Marketing and Management of International Business, Minor in Music; CGPA: 3.00/ 4.0	
The University of Western Australia	<i>May 2016</i>
<ul style="list-style-type: none">Attended Communication Skill Course	
Stockholm University (Business School's 2015 Summer Program)	<i>Jul - Aug 2015</i>
<ul style="list-style-type: none">Attended courses on Entrepreneurship and Finance	
Cheung Chuk Shan College	<i>Sep 2006-Jul 2013</i>
<ul style="list-style-type: none">HKDSE Score for Best Five Subjects: 25 (5* in BAFS and 5 in English, with 5** in writing)	

WORK EXPERIENCE

Maples Fund Services – Fund Administrator, Registrar and Transfer Agency Services	<i>June 2017- Present</i>
<ul style="list-style-type: none">Provide a comprehensive range of registrar and transfer services to hedge funds and private equity funds, companies listed on HKSE, NYSE and NASDAQPerform KYC, AML checking, conforming to relevant regulatory requirementsLiaison with investors, placement agents, investment managers throughout Asia, Europe and North America	
Pedder Street Management Limited - Part-time Project Assistant	<i>April - May 2017</i>
<ul style="list-style-type: none">Assisted in a designing and developing system for trade operation and investor services in local Fund HouseEngaged with COO and users to collect business requirementsProposed operational solutions based on business needs and reviewed with COO	
National Australian Bank - Intern, Customer Payment & Processing and Operation Control	<i>June - August 2016</i>
<ul style="list-style-type: none">Facilitated daily operation, including Account Opening and Closing, On-going Customer Due DiligenceDrafted 10 Procedures (Word document and Visio flowchart) for each business, including Inward Payment and Outward Payment, Inward and Outward Clearing Cheque to HKICL etc.	
Ipsos Hong Kong Ltd. - Part-time Research Intern, Business Consulting Department	<i>Sep 2015-Feb 2016</i>
<ul style="list-style-type: none">Assisted in conducting an extensive research through collecting and summarizing raw data and analyst reports for corporate clients (e.g. listed companies, companies for IPO)Prepared analysis reports on PowerPoint to present findings and recommendations to clients	
Computershare Hong Kong Investor Services Ltd. - Client Service Internship	<i>May - Jun 2015</i>
<ul style="list-style-type: none">Assisted in preparing audit documents for clients' Annual General Meetings (e.g. China Construction Bank (Asia), CK Hutchison Holdings Limited, Industrial and Commercial Bank of China) in 2 weeksMaintained proxies, shareholders' data base and materials for management's useAnswered onsite enquiries from corporate clients and the public regarding the arrangement of the meeting	

EXTRA-CURRICULM ACTIVITIES

Music Office Youth Choir, Member	<i>Sep 2010-May 2014</i>
<ul style="list-style-type: none">Participated in regular rehearsals, performances and competitions including the 29th International Franz Schubert Choir Competition at the Sing'n'joy Vienna 2014 Festival	
Music Association of Cheung Chuk Shan College, Chairperson	<i>Sep 2011-Jul 2012</i>
<ul style="list-style-type: none">Led 20 committee members to organize music competitions, concerts for over 500 members in schoolConsulted with Student Association and had regular meetings to evaluate the performance of the association	

QUALIFICATIONS & ACHIEVEMENTS

The Chartered Financial Analyst (CFA) Level 1 Candidate	<i>2016</i>
HKSAR- Talent Development Scholarship	<i>2016</i>
Trinity School of Music- Diploma in Piano (ATCL, LTCL)	<i>2015</i>
Lee Woo Sing College- Lee Woo Sing College Excellent Achievement Awards in Music	<i>2014</i>
ABRSM- Grade 8 Singing with Distinction, Grade 8 Violin	<i>2014</i>
HKSAR- Sir Robert Black Trust Fund Outstanding Students (Non-academic Area)	<i>2012</i>

PROFIENCY

Strength: Action-orientation, Industriousness, Team Work, Leadership, Perseverance
Languages: Native in Cantonese, Proficient in English and Mandarin