

NG, KA KA KATHERINE

Room 2015, Tsui To House, Tsui Ping Estate

Kwun Tong, Hong Kong

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Working Experience

Jul 2014 – Present, FundBPO

Portfolio Analyst (middle-office)

- Monitor and process trade allocation, matching, delivery, confirmation, and settlement
- Perform daily position reconciliations and cash reconciliations between fund manager and prime brokers / custodian
- Liaise with execution brokers and prime brokers to resolve breaches of trades, cash balances and positions
- Monitor failed trade resolution
- Monitor individual equity securities for cash dividends, corporate actions and capital changes
- System securities creation and maintenance
- Participate as a Subject Matter Expert on projects
- Responsible for daily maintenance of the full books of accounts for the funds including cash management, securities pricing, fee calculations and processing of investor subscriptions, redemptions and transfers
- Perform P&L reports, NAV reports and other financial reports
- Perform and monitoring the account opening operation and account administration
- Serve as mentor and/or trainer to newly hired associates

Jul 2013 – Aug 2013, The Government of HKSAR, Census and Statistics Department

Summer Internship

- To collect and verify statistical information through field visits and telephone enquiries to sampled establishments.

Apr 2013 – Feb 2016, The Government of HKSAR, Kwun Tong District Office

Community Organizer

- To assist implementation of community involvement projects and activities and related work for Committees

Education

2014 – 2016	The Open University of Hong Kong Bachelor of Business Administration with Honours in Banking and Finance – First Class Honours GPA = 3.53
2011 – 2014	BBA in Banking and Finance (3 Year)
2004 – 2011	Kwun Tong Government Secondary School Hong Kong Advanced Level Examination (2011) Hong Kong Certificate Education of Examination (2009)

AWARDS

2012 – 2013	Self-financing Post-secondary Scholarship Scheme Outstanding Performance Scholarship
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LANGUAGE SKILLS

Good commend of Cantonese, Mandarin and English

SKILLS

Knowledge in Omgeo Alert, CTM, PAXUS, Imagine and Geneva
Knowledge in equity, CFDs, SWAP, FX, Futures and Option
Knowledge in settlement, SSI
Knowledge in corporate action
Proficient PC knowledge in MS Word, Excel, PowerPoint
Basic knowledge of VBA
English typing speed is 30 w.p.m.
Chinese typing speed is 20 w.p.m.

AVAILABILITY

One-month Notification

PREVIOUS SALARY

18,250 per month

EXPECTED SALARY

23,000 per month