

Melody Mak

Citizenship: Hong Kong · Date of Birth: 14th May 1994

Tel: +852 9851 8200

Email: Melmak.94@gmail.com

Address: No. 153, Lychee Road North, Fairview Park, Yuen Long

EDUCATION

September 2013 – June 2016

BSc Administration in Accounting and Finance

University of Bristol, Senate House, Tyndall Avenue, Bristol BS8 1TH, UK.

Graduated with First Class Honours. Received 'Head of School's Commendation for Academic Performance' and the Evelyn Miller Barstow Prize

September 2010 – June 2012

International Baccalaureate

Sha Tin College, Sha Tin, Hong Kong.

Scored 44 out of 45 and was presented with 'English Schools Foundation Chairman's Award for Excellence' in 2012.

WORK EXPERIENCE

September 2016 - Present

The Hong Kong and Shanghai Banking Corporation - Fund Accountant

- Responsible for the daily valuations of a synthetic A-Share ETF that totals 88.6 billion in assets and purchases through QFII, RQFII, Shanghai and Shenzhen Stock Connect programs.
- Handling ex-date entitlement corporate action events, such as rights offerings, ROC, and cash dividends. Ensuring they are validated against independent sources and accurately reflected in daily reports.
- Liaising with Trade Settlement, Cash Management, Transfer Agency, Corporate Action and sub-custodians from various countries to guarantee that strict cutoff times for client deliverables can be met.
- Ensuring a smooth creation/redemption process and timely settlement of ETF units by coordinating flow of information between fund managers, participating dealers and the Hong Kong Central Clearing and Settlement System.
- Training three new recruits within nine months of joining the team

August 2014 – September 2014

EunaCon (Shanghai) – Auditing Assistant

- Carried out audits for clients in relation to China's Social Contribution Fund and assisted in drafting annual audit reports.

June 2014 – August 2014

The English School's Foundation – Finance Department Intern

- Took up the responsibility of revenue and prepayment analyses, bank reconciliations and data entry of accounts payables.

OTHER ACTIVITIES

November 2013 - January 2016

The Julian Trust Night Shelter (Bristol) - Volunteer

- Provided assistance to a charity that has an open-door policy and aims to offer human contact and basic needs to the homeless and rough sleepers of Bristol. Paid weekly visits to help prepare and serve hot meals.

October 2010 – January 2012

Shark Awareness Campaign – Project Leader

- Successfully established a shark awareness campaign, raised funds to adopt two sharks and got 80% of students to sign a petition against shark-finning in Hong Kong. Conducted a school assembly with environmentalist guest speakers.

September 2008 – June 2011

Sha Tin College Senior Girls Hockey Team (Division A) – Team Member

- Was awarded 'Hockey Player of the Year' in 2011 and actively participated in tournaments for the school

SKILLS & INTERESTS

Languages

English (fluent), Cantonese (fluent), Mandarin (intermediate)

IT Skills

Bloomberg, Reuters, Windows Microsoft Office, NTAS, Epicor.

Personal Interests

Fine arts, hockey, hiking, piano (grade 8), travelling, reading