

Cheung Yuen Yan, Hannah

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Work Experience

Orient Finance Holdings (Hong Kong) Limited–Associate, July 2015– Present

- Perform fund administration and operation functions of funds under Orient Asset Management Ltd including fixed income, equity and RQFII funds
- Assist in client onboarding, client due diligence and document preparation to ensure operational workflow comply with regulatory and internal guidelines;
- Provide sales support to Sales team through preparing sales reports, product and market reports and analysis
- Handle client enquiries and assist on account opening procedures coordinate with internal parties to work towards a solution
- Liaise with fund administrators/trustee, brokers, custodian, auditor and other vendors for various fund operations tasks, enquiries, year-end audit
- Liaise with various functional areas including Sales, Portfolio Management, Risk and Legal and Compliance
- Assist in performing fund setup and reviewing documents
- Prepare fund information for product-related meeting

HSBC Securities Services – Fund Accountant, August 2014 – July 2015

- Prepare and review Net Asset Value on daily, weekly and monthly funds in a timely manner
- Evaluate of cash , position reconciliation, capital activities and portfolio
- Interact with investment managers, prime brokers to resolve questions and reconciliation difference
- Work closely with internal departments on pricing, trade processing security setup and corporate actions queries
- Respond promptly to client and investment manager queries and provide timely resolution of issues
- Liaise with auditors, including preparation of financial statements and audit support schedule
- New business take on – involve in review of offering documents and new accounts setup
- Participate in ad hoc projects such as system upgrade and process re-engineering

Citibank Hong Kong – Fund Services Specialist, June 2013 – June 2014

- Responsible for the day-to-day operations in the SFS Transfer Agency Operations Unit in an efficient, accurate and timely manner
- Perform functions including operational handling, execution and processing related customer transactional activities, covering customers' investment instruction in mutual funds to foreign exchange transactions handling
- Issue shareholder correspondence, including contract notes and statements
- Establish solid client and inter departmental contacts and at all levels
- Undertake projects to enhance, streamline and integrate works processes

Education

2011-2013 De Montfort University, United Kingdom
 MSc International Business and Management

2007-2011 Hong Kong Shue Yan University
 Bachelor of Commerce (Honours) in Accounting

Honors and Activities

Licensing Examination for Securities and Futures Intermediaries (LE) - Pass Paper 1 , HKSI
Progress towards CPA Designation - Pass Module B Corporate Finance, CPA
Champion Group of Project CG! 2011 University Marketing Competition, CosmoGIRL!
Tsinghua University Exchange Programme 2010
Honour Roll of Spring 2009 Semester, Hong Kong Shue Yan University
PSC National Putonghua Proficiency Test 2009, PSC National

Availability

One-month notice

Reference

Available upon request