
Carloo Ng (Ng Ka Ho Carlo)

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SUMMARY

4+ years' experience in fund industry. Exposure includes operational role in Hedge Fund (HF), Fund of Funds (FOFs) & Mandatory Provident Fund (MPF). Attention to details and a reliable team player.

PROFESSIONAL EXPERIENCE

Apr 2016 - Present | **Fund Accountant, Millennium Fund Services (Asia) Limited**

Millennium Fund Services (Asia) Limited is a subsidiary of MCP Asset Management Limited (MCP).

MCP is one of the largest HF and FOFs managers around Asia-Pacific.

Responsibilities:

- Administrated around US\$500M assets. Our clients are fund managers in Asia-Pacific.
- Provided NAV valuations (daily, weekly, monthly, and quarterly) and investor services (e.g. AML, KYC, subscriptions, redemptions, and corporate actions) for HF and FOFs.
- Participated in special projects: Downloaded daily securities (Bonds, Equities, Futures, and Options) and prices data by using Bloomberg Terminal and uploaded to system; performed operational role in FoFs monthly investment; assisted in the re-registration project for a FoFs.

Achievements:

- The only non-managerial colleague to draft operation manual on how to update Bloomberg securities and prices data to our system.
 - The only non-managerial colleague to participate operational role in capital call for a PE fund.
 - Used excel formulas to speed up 1/2 time in preparing fax covers in FOFs monthly investment. (Original: 20mins/cover, Now: 10mins/cover)
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Mar 2013 - Apr 2016 | **Officer, Pension Operations, Principal Trust Company (Asia) Limited**

Founded in 1879, Principal Financial Group (NYSE:PFG) is a global investment management leader. They are currently a member of the FORTUNE 500.

Responsibilities:

- Administrated around US\$100M assets. Our clients are mainly employers from MNCs / FIs.
 - Processed MPF and ORSO daily transactions, e.g. enrollments, contributions, terminations, distributions, schemes transfer in/out, members transfer in/out.
 - Handled client's MPF issues with our Japanese Sales Director occasionally.
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Jun 2012 - Nov 2012 | **Education Consultant, Global Education Network Limited**

Provided overseas study consulting services to clients in order to meet tight sales target.

Aug 2011 - May 2012 | **Part-time Employee, Global Education Network Limited**

Performed administrative support in accounting department and prepared overseas study guides.

EDUCATION

2016 - Present | **HKU School of Professional and Continuing Education (HKU SPACE)**

Candidate of Postgraduate Diploma in Professional Accounting

2008 - 2012 | **Hong Kong Shue Yan University (HKSJU)**

B.A. (Hons) in Economics and Finance (Second Upper Honor)

2000 - 2008 | **Pui Ching Middle School (PCMS)**

ADDITIONAL INFORMATION

Extra-curricular activities:

2009 - 2010 | **Treasurer**, Inter-College Christian Fellowship

2009 - 2010 | **Vice President**, Shue Yan University Christian Fellowship

Awards and scholarships:

2011 - 2012 | ***Credit Union League of Hong Kong Microfinance Scholarships***, HKSYU

2007 - 2008 | ***Outstanding Performance in Economics***, PCMS

2006 - 2007 | ***Outstanding Performance in Economics***, PCMS

Languages:

English (Proficient) | Mandarin (Proficient) | Cantonese (Native)

Computer proficiency:

Proficient in Bloomberg Terminal, Paxus (fund accounting software), MS Excel (e.g. v-look up, pivot tables), MS PowerPoint & HTML. Currently, self-learning MS Excel VBA.

Typing speed: Chinese 50wpm ; English 40wpm
