

# CHON IN LEE 李俊諺

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## EDUCATION

**Dalhousie University, Canada**

**September 2007 – May 2011**

Bachelor of Commerce Co-operative Education (Major in Finance)

**Welkins Systems Ltd. , Hong Kong**

**2012**

Financial Modeling with Excel VBA

**CSI Global Education Inc**

**September 2010 – December 2010**

Canadian Securities Course

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## WORK EXPERIENCE

**HFT Investment Management (HK) Limited**

**Jan 2016 - Present**

**Assistant Operations Manager – to overlook operation functions of all funds**

- Handle reconciliations including cash, trade and NAV
- Prepare AUM and other regulatory reports for internal as well as external purposes
- Trade booking and liaise with related parties to ensure smooth settlement
- In charge of annual audit for SFC authorized funds
- Participate in new product development and fund setup process
- Ad hoc research/monitoring tasks assigned by CEO/COO

**Wing Lung Asset Management Limited**

**Oct 2014 – Jan 2016**

**Operations Analyst – to overlook operation functions of all funds within the asset manager**

- Perform cash reconciliation, trade reconciliation & position reconciliation
- Liaise with related parties to ensure smooth settlement
- Accurate and timely bookings on trades and fund expenses
- Handle subscription and redemption processes
- Prepare daily fund valuation and risk reports
- Reconcile month end valuation reports with Fund administrator
- Participate in new product development and fund setup process
- Ad hoc research/monitoring tasks assigned by CEO/COO

**FundBPO, MainstreamBPO Group (Formerly HFO Limited)**

**May 2013 – Oct 2014**

**Portfolio Analyst – to provide middle office as well as back office functions for hedge fund managers**

- Accurate and timely trade bookings on instruments including: cash equities, swaps, FX and options
- Keep track of and perform related bookings corporate actions
- Perform cash reconciliation, trade reconciliation & position reconciliation
- Provide break reports to fund managers in case of trade/position discrepancies
- Ensure smooth trade settlement using Omgeo CTM for trade pre-matching
- Prepare NAV reports for fund managers
- Liaise between in-house & external fund managers, Prime Broker and other related parties
- Build excel templates for reconciliation and reports with VBA
- Participate in UAT tests on system implementation

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## COMPUTER SKILLS

- |  |                              |
|--|------------------------------|
| - Microsoft Office – (Word, Excel & Power Point) | - Bloomberg                  |
| - VBA for Microsoft Excel                        | - Geneva Desktop 8.5.0       |
| - Thomson Reuters' (Xtra 3000, Eikon)            | - Imagine Trading System     |
| - Omgeo Central Trade Manager                    | - Paladyne Portfolio Manager |

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## LANGUAGE

- |                      |                       |
|----------------------|-----------------------|
| - English (Fluent)   | - Mandarin (Moderate) |
| - Cantonese (Native) |                       |

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## EXTRACURRICULAR

- The Fairweather Memorial Award for Leadership, Athletic and Academic, Canada
- Peter H. Nee Prize for outstanding performance in AP Economics, Canada
- The J.D.Y. Hickman 42' Award for Outstanding commitment to the Athletic Program, Canada
- Outward Bound Leadership training, Canada
- Soccer Team Captain, Canada
- Head of Residence, Canada
- Gym Prefect, Canada
- Big Brothers Big Sisters Volunteer, Canada
- Run for the Cure for Breast Cancer Participant, Canada
- World Vision Volunteer, Hong Kong
- Outward Bound School Training, Hong Kong

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**CURRENT SALARY: HKD 24,000/MONTH X12M +DB**

**EXPECTED SALARY: HKD 32,000/MONTH NEGOTIABLE**

**AVAILABILITY: 3 MONTH**

## REFERENCES

### **Ms. Wendy Chen**

Head of Operation

Wing Lung Asset Management Limited,

12/F, Wing Lung Bank Building,

45 Des Voeux Road Central,

Central, HK

Phone: (852) – 6682-5698

E-mail: wendy.chen@winglungam.com

### **Mr. Frankie Cheung**

Assistant Manager

FundBPO

MainstreamBPO Group

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