

NRIC no: S8537935F  
Nationality: Singaporean  
Address: Blk 504D Montreal Drive #09-02 S754504  
Phone Number: 85005816  
E-mail Address: [ngcherwee@hotmail.sg](mailto:ngcherwee@hotmail.sg)  
Date of birth: 11 Dec 1985  
Availability: Immediate  
Current drawn salary: \$73,000 / year

## Joven Ng Cher Wee

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<b>Objective</b>	<b>To secure a position with a well established organization with a stable environment that will lead to a lasting relationship in the alternative investment industry</b>	
<b>Education</b>	June 2008 – March 2011	Oxford Brookes University
	<b>Bsc (Hons) in Applied Accounting Upper Second Class Honours</b>	
	July 2002 - May 2005	Nanyang Polytechnic
	<b>Diploma in Chemical &amp; Pharmaceutical Technology</b>	
	January 1998 - December 2001	Deyi Secondary School
	<b>GCE 'O' level 2 Distinctions &amp; 6 credits</b>	
<b>Professional Experience</b>	May 2015 – Current	<b>Rhicon Currency Management Pte Ltd</b>
	<ul style="list-style-type: none"><li>• Ensure all trades booked by FO are reconciled in Traiana, alert execution desk to any trade discrepancies</li><li>• Ensure trades and positions are checked on client accounts daily and agree daily settlements on client accounts</li><li>• Reconcile daily P/L for all accounts and convert foreign currencies to USD for settlement</li><li>• Reconcile cash flow and wire payments from accounts held at PB</li><li>• Handle all trade discrepancies and reporting queries from PB and administrator</li><li>• Ensure clients and back office receive a daily record of all transactions done including close of business return estimates</li><li>• Keep records of daily and monthly client statistics including distributing daily, weekly NAV estimates and gross daily return data</li><li>• Maintain internal records used to generate monthly performance and presentations, thereafter updating survey agencies with monthly performance data</li></ul>	

Jan 2011 - May 2011 (Contract)

**Everest Capital Pte Ltd**

**Feb 2013 – Apr 2015 (Perm Staff)**

**Settlements Analyst**

- Support of front office for all trading related issues
- Monitoring trade capture exceptions
- Trade capture, trade affirmation, matching and confirmation
- Monitoring/review of trade, position, and cash reconciliations through Aexeo
- Management of relationship with Citco and prime brokerage functions, where the bulk of settlement and reconciliation procedures are performed
- Authorizing and rebilling trades i.e equities, equity swaps, futures, bonds, options and forex once details of trades are matched with brokers' confirmations
- Providing and liaising with brokers fund allocations of trades done
- Review and verification of derivatives confirmations through DTCC and Markitwire
- Responsible for the reconciliation of balance sheet accounts for OTC Equity Derivatives
- Settle external and internal trades across all major currencies and trading entities for equity derivatives
- Organising cash payment, investigation of discrepancies, and liaison with counterparties and middle offices to resolve breaks
- Liaison with all areas of the business including sales, trading, middle office and product control groups to ensure issues are resolved in a timely manner
- Processing all corporate actions and proxy votes as required in a timely manner and ensure these are booked in house system (Eze OMS)
- Reviewing and reconciling of daily trade, cash and positions reconciliation deliverables

Oct 2012 – Feb 2013

**Barclays Bank PLC**

**Interest Rate Derivative Documentation Analyst**

- Pre-confirm IRD and CDS settlements with internal and external counterparties
- Source and request for SSI setup / amend of clients Preparing
- Responsible for the effective management and resolution of discrepancies of payments/receipts with clients. Investigate and resolve all differences in a timely manner with clients
- Liaise with Middle Office, Sales team, Trade Support, Confirmations and other departments to resolve client queries
- Manage and effectively resolve all incoming queries from clients within a pre-agreed time-frame
- Contribute to the specification and testing of improvements for all systems and processes.
- Uphold the controls and procedures for the team, review and update as necessary
- Prepare Local and Global MIS
- Cross train on all functions performed within the team and across the department

June 2011 – Sept 2012

**Citco Fund Services Pte Ltd**

**Operations Analyst**

- Production of daily operational deliverables in line with client/ other Citco Offices service level agreements.
- Preparing daily trades, position and cash reconciliation and assisting in preparation of month-end NAV
- Break resolution for all open items with the brokers or clients
- Verify Security Master set up to ensure proper P&L capture and risk management reporting
- Review of Over the Counter (OTC) master agreements and confirmations
- Support the conversion of any new clients or existing migrations
- Work with Business Analyst on daily basis on any open issues per client.
- Work with other Citco Offices and Operations Support to resolve any open issues.
- Assist in verifying test results for all in house system enhancements
- Support other business units during peak periods
- Liaison with client and custodian bank in resolving settlements issue

**Computer Knowledge**

Proficient in Microsoft Office, Excel, Word, Outlook and Powerpoint

**Languages**

Proficient in written and spoken English  
Proficient in written and spoken Mandarin

**Hobbies**

Swimming, soccer, reading and poker

**References**

Jerry Ng, Director  
Office number: 6309-0763  
Email: [jerry@missionholdings.com](mailto:jerry@missionholdings.com)

Mission Holding Management Pte Ltd

Jonathan Yap, Associate Director  
Office number: 6705-1911  
Email: [jonathan.yap@dymonasia.com](mailto:jonathan.yap@dymonasia.com)

Dymon Asia Capital Pte Ltd