
PERSONAL INFORMATION

Latest Position	: Financial Associate
Latest Company	: Neuberger Berman Asia Limited (Hong Kong)
Language Skills	: Native English, business proficient Mandarin, native Cantonese
Latest package	: HK\$45,000/month
Expected package	: Negotiable
Availability	: April 2017

EXPERIENCE**Nov 2016 – Mar 2017, Neuberger Berman Asia (Contract Role)****Financial Associate**

- Prepare month & year end close, financial accounts, journals, schedules, statutory filings, and tax computations with AUM over USD250 billion globally and USD4 billion regionally in APAC ex Japan & Korea
- Support finance business operational for the Taiwan Securities Investment Consulting Enterprise
- Handle fund distribution sales programs such as sales campaign, incentive, and promotion schemes
- Primary focused in Taiwan market with occasionally assist in Hong Kong, Singapore, China, and Australia markets
- Ensure completeness of all transactions and generate management and financial reports to senior management
- Prepare and submit required management accounts, internal and external reports in accordance with pre-defined deadlines from management and regulators
- Assist the implementation regional process and financial initiatives
- Drive setup of Taiwan Securities Investment Trust Enterprise from Finance perspective
- Liaise with auditors, bankers and tax consultants where necessary

Jun 2015 –Nov 2016, Startup financial services company (Self-Employed)**Founder**

Acquired by an offshore based financial services company in Nov 2016

Nov 2015 – Jan 2016, Imperial Capital (Temporary Role: Concurrent with the startup company shown above)**Senior Vice President – Business Development, Investment, and Fund Administration**

- Setup & launched a private equity offshore Partnership fund from end-to-end
- Participated in due diligence and structured of fund raising activities
- Built together an USD110 million in the fundraising pipelines
- Collaborated with Relationship Managers in client portfolio management and updated of latest market trends
- Incorporated an offshore General Partner, Investment Manager, Investment Advisor, and its SPVs
- Submitted SFC Type 9 license for considerations
- Opened an onshore cash account after going through all compliance set out by regulators
- Drafted investment proposals & re-engineer the deal sourcing process
- Prepared & finalized fund pitch book, slide deck presentation, and product offering material
- Prepared of daily, monthly, and quarterly B/S and P&L reports for APAC
- Assisted to manage discretionary portfolios with different strategies
- Worked with Head of Sales developed fund distribution channels for institutional clients
- Forecasted and planning processes for APAC
- Took appropriate actions to mitigate the risks arising from fund operations
- Coordinated with Fund Administrators, Product Managers, Counsels, sales force, and investment compliance
- Handled information disclosure, settlements, investor enquiries, cash management, and performance analysis
- Worked with the Investment Strategists to form views on key China macro risks
- Formulated investment policy, strategy & asset allocation
- Set AUM targets and business development growth plans
- Enhanced support to distributors with aim to generate flows from pipelines
- Drove and led internal and external coordination to meet and provide products necessary to meet client's requirements
- Coordinated with external attorneys for fund documents ie. PPM, LPA, SA, IMA, and IAA
- Trained new markets products to subordinates

Kev Tang
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Mar 2013- Jun 2015, CG SA (Permanent Role)

Finance Manager

- Handled all accounting included statutory accounts, tax computations, cash flow projections, and month closes
- Managed the financials for subsidiaries included the subsidiaries in the PRC and special purpose vehicles
- Prepared all tax affairs, regulatory FRR & MAS filings, and tax projects
- Advised the accounting treatment on the transaction structure to the management
- Executed all monthly & quarter transfer pricing and intercompany chargebacks
- Reviewed all posting journals by subordinates
- Oversaw 3rd party outsourcing management
- Managed financial reporting packages under US & Local GAAP
- Prepared & reviewed regulatory reports and management reports for regional & corporate users
- Liaised with Group, external auditors and regulatory bodies about financial reporting and tax
- Managed business plan, budget and forecasted process for Financial Services
- Coordinated with business units & corporate to ensure compliance with IFRS & GAAP principles
- Ensured correctness of the accounting treatment of engagements and the revenue results are properly recorded
- Delivered regional and local deliverables with best practice
- Participated in cross-divisional projects for new business initiatives
- Monitored KPIs and the financial performance of business units
- Oversaw entire business flow for APAC
- Bottom line ratios have improved by multiple folds
- Led functional controllers to achieve targets
- Set up instrumental regional C&B schemes, employee engagements, and change management projects
- Identified business process improvements to improve local net operating income by over fifteen percent YOY
- Achieved top five percent performance in year-to-year net profit & net revenue in the same sector of HK market
- Drove global, regional, and local initiatives
- Developed accurate and clear business requirement to support initiative across all lines of business
- Worked closely with global portfolio management as well as regional distribution team for client coverage

Oct 2011- Mar 2013, Government of Canada, District Environment, Canada (Permanent Role)

Senior Associate, Accounting & Finance

- Successfully closed four servicing cycles and one round of property tax & assessment
- Closed each monthly closing on-time
- Rolled out & implemented several finance related projects
- Completed a set of financial statements in accordance with IFRS
- Played key roles in tender, auction, and federal & district elections
- Daily bank reconciliations and month-end closings
- Drafted five years & one year budget plan for CFO to review
- Managed the FP&A function & deliverables included forecast, periodic outlook, annual budget, CCAR, and strategic plans
- Performed expense and headcount reporting analysis, month-end review, control activities
- Drove efficiency and improvement around process
- Performed customer account reconciliations and follow up on discrepancies
- Main point of contact for all financial matters
- Maintained public billing system, revenue receivables, and payables
- Provided timely and accurate processing of billings on a computerized system
- Prepared financial statements & quarterly management reporting packs
- Coordinated with Federal, provincial, and municipality government bodies
- Work closely with CFO & Head of Finance to roll out new initiatives

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May 2009 – Oct 2011, Compañía Sud Americana de Vapores (Listed), Canada (Permeant Role)

Roles: FX AR Coordinator → Investment Portfolio Specialist

- Identified a company's worth and how that fit in with the sell-side earnings revision cycle
- Screened, analyzed and implemented multi-assets investments in the portfolio
- Performed top down & bottom up analyze and company due diligence
- Conducted valuation analysis and investment forecast
- Drafted investment report after met with PMs go over fund performance
- Assisted in portfolio management of existing and new investments
- Ensured funds operated in compliance with all internal procedures and markets regulations adhered
- Researched and disseminated of market information to help PMs in their decision-making process
- Constructed model portfolio of different risk tranches
- Conducted research and analysis of Greater China market across multi asset classes
- Provided distribution channels and clients in Asia with timely, customized and value added collateral for products
- Selected the best funds to implement asset class views, with the goal to outperform the index in different environment
- Participated in Multi Asset portfolio management decisions
- Provided a support role to existing team heads and PMs by managing relevant performance analysis and benchmarking
- Conducted fund research and due diligence across diverse strategies and fund managers
- Liaised with Trustees for securities settlement and cash management for investment portfolios
- Performed investment analysis on potential private equity funds within the Greater China
- Built up preliminary financial models and in-depth qualitative analysis on the targeted investments
- Responsible and accountable for multi-asset selection within the China portfolio
- Responsible for managing global fixed income ie. interest rate swaps, currency swaps, loans, bonds and convertible bonds
- Assisted with sourced, screened, and executed deals and ensured investment consistent with the fund's mandate
- Performed industry research and prepared high quality research reports and deliverables
- Conveyed ground work materials clearly and finalized findings to PMs
- Created historical and projected financial models, analyzed key financial and operational metrics
- Generated in-depth research reports based on earnings forecasts, provided key support to PMs final investment decision
- Supported PMs on fundamental financial research and investment recommendations on Asia small/mid cap equities
- Conducted first level financial analysis, due diligence, and prepare investment report and proposal
- Identified potential investment opportunities and worked for macro economy and industry development
- Reported significant business events, financial trends, industry developments related to financial position of clients

EDUCATION

2016-Current, BPP University, UK (Distance Learning)

Graduate Diploma in Law & LLB (Hons)

2009, Beedie School of Business (SFU), Canada

Bachelor of Business Administration, double majors in Finance & Accounting

PROFESSIONAL QUALIFICATION

- Passed CFA Examinations
- Passed SFC Hong Kong Securities & Investment Institute Licensing Examinations
 - Obtained HKSI Practicing Certificate – Corporate Finance & Asset Management (Pending)
 - 1) Paper 1: Fundamentals of Securities and Futures Regulations
 - 2) Paper 7: Financial Markets
 - 3) Paper 11: Corporate Finance
 - 4) Paper 12: Asset Management (Pending)
- Schedule to sit the CAIA Level I Examination in Mar 2017

Software: MS Office (ie. Excel & Outlook), Oracle, SAP (ie. Business Intelligence, Business Objects), Citibank, HSBC, Bloomberg, Charles River, and Morningstar

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 Hong Kong Securities and Investment Institute 香港證券及投資學會	Certificate Number: ST2154497-122016-0103
HKSI Practising Certificate (Corporate Finance)	
This is to certify that Tang Kevin Kwok Chun 鄧國浚	
has successfully completed the Licensing Examination for Securities and Futures Intermediaries	
Paper 1 - Fundamentals of Securities and Futures Regulation Paper 7 - Financial Markets Paper 11 - Corporate Finance	
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 Director Curriculum and Examinations Department	

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