

# Resume

## ***Personal Information***

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## ***CAREER OBJECTIVE***

As a graduate in accounting fields, I have acquainted myself with a range of skills that would allow me well organized and able to work independently. Moreover, after gaining few years of working experience, I would like to develop my career in an all-around fund service profession.

## ***EDUCATION AND QUALIFICATION***

- Bachelor of Commerce (Accounting), Curtin University of Technology, Australia

## ***JOB EMPLOYMENT***

Aug 2014 – Current

**Company:** CCB (Asia) Trustee Company Limited

**Position:** Manager, Custodian Operations & Middle Office

### **Job description**

- Perform security master reference data set up, daily trade bookings and ensure all transactions are processed within internal system in a timely and accurate manner
- Handle daily cash management, including clients' fund transfers, prepare cash projection and forecast reports
- Preparing trade transactions, position and cash reconciliation; Investigate booking discrepancies and reconciliation exceptions.
- Work closely with internal and external counterparts to ensure all reconciliation breaks are resolved
- Prepare trade settlement instructions to sub-custodian; Monitor all settlement transactions closely to avoid any failed trades
- Perform compliance checking on related investment activities and ensure meeting the applicable rules and regulations
- Process and monitor Corporate Actions activities and ensure all instructions are managed and executed promptly and accurately by sub-custodian; Record the relevant CA event details into internal system as well

- Performs UAT and new fund master setup by ad hoc basis
- Supervise team of two colleagues; provide training and coaching junior staffs on daily operations

**Current salary:** HKD 28,350 X 12 months plus bonus

Aug 2013 – Aug 2014

**Company:** Quality Risk Management & Operations (QRMO)

**Position:** Operation Analyst

#### **Job description**

- Trade booking and allocation on equity, SWAP, FX and future & options etc.
- Communicate with trader, prime broker and executing brokers regarding all trade matters, including trade settlement, trade give up, trade matching etc.
- Preparing trade transactions, position and cash reconciliation
- Corporate actions process and booking, including stock dividends, stock split, rights, spins off, placement etc.
- Perform Net Asset Value (NAV) estimation and NAV reconciliation for clients
- Prepare risk and exposure report for clients

**Current salary:** HKD 20,000 X 12 months plus bonus

May 2013 – July 2013

**Company:** Hedge Fund Operation Ltd (HFO)

**Position:** Operation Analyst

#### **Job description**

- Trade booking and allocation on equity, SWAP, FX and future & options etc.
- Communicate with trader, prime broker and executing brokers regarding all trade matters, including trade settlement, trade give up, trade matching etc.
- Preparing trade transactions and position reconciliation
- Corporate actions process and booking, including stock dividends, stock split, rights, spins off, placement etc.
- Perform Net Asset Value (NAV) estimation for clients

**Current salary:** HKD 15,000 per month (3 months contract)

April 2011 – April 2013

**Company:** Principal Trust Company (Asia) Limited

**Position:** Assistant Officer, Fund Accounting & Valuation Department

**Job description**

- Calculating Net Asset Value (NAV) for different portfolio, including QDII, SFC and MPF authorized funds
- Updating corporate actions and trades information
- Compliance checking, ensure all portfolio have not breach related rules and regulation
- Preparing cash reconciliation report
- Communicate with brokers regarding price matters
- Preparing QDII trail balance for clients
- Assist in preparing quarter & year-end financial statements
- Performs UAT on programs, which assigned by team head

**Current salary:** HKD 11,000 X 13 months plus bonus

October 2009 - January 2011

**Company:** Integrate Electronic Technologies Ltd.

**Position:** Accounting Assistant

**Job description:**

- Accounting department support, included daily accounting functions
- Handle accounts receivable & payable
- Preparing month-end closing and year-end financial reports

**Salary:** HKD 9000 X 12 months plus bonus

***SUMMER JOB EMPLOYMENT***

March 2009 – August 2009

**Company:** Coles Supermarket, Australia

**Position:** Cashier

**Job description:** In charge on the handling of cash money, general customer services

December 2008 – February 2009

**Company:** ParaDM Co., Ltd.

**Position:** Assistant to Director of Finance & Administration

**Job description:** General administrative, such as data entry, filing & copying, etc.

### ***LANGUAGE SKILLS***

Fluent Cantonese and English with IELTS test over all 6.5

### ***COMPUTER SKILLS***

MS Office, Bloomberg, Geneva, Sophis, Imagine, Omgeo, Multifonds

### ***AVAILABILITY***

One months notice

### ***EXPECTED SALARY***

**Expected:** HKD 34,000