

## Billy, Chui Hin LUN

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### Summary of Qualification

- ✧ Solid background in financial service industry specializing in trade operation and client service, enthusiastic in quantitative analysis and keeping abreast of latest market change.
- ✧ Strong analytical skill and problem solving skill as well as interpersonal skill to facilitate data analysis and CRM.
- ✧ Energetic, self-motivated and team-orientated individual having strong sense of ownership of tasks while paying attention to detail.

### Education

**The Chinese University of Hong Kong (CUHK)**, Hong Kong, China

Bachelor's Degree, Finance and Marketing

*Honour: Second Class*

2010 - 2014



#### Extracurricular Activities & Achievements:

- ✧ Overseas Exchange – Kagoshima Homestay Programme in Japan 2013 Summer
  - ✧ President, Dept. of Recreation, the Society of Business Admin. of Shaw College, CUHK
- 2011 - 2012

**Università Carlo Cattaneo**, Milano, Italy

FALL Exchange - Academic Programme, Focus on Finance

2012 – 2013



### Other Qualification

**Chartered Financial Analyst (CFA) Candidate, Level I**

CFA Institute, ID 8255120

Starting DEC 2015



**Technical Representatives – Professional Insurance Brokers Association (PIBA)**

T. Reg No. PIBA-0066-017240

IIQE Paper I, III, V certificates

SEP 2014



HKSI Paper I certificates

DEC 2014



## Professional Experience

### ***Fund Accountant***

*CACEIS Hong Kong Trust Co. Limited (of Crédit Agricole S.A.)*

*JAN 2017 – NOW*



- ✧ Compute Net Asset Values (NAVs) and monitor the daily P&L reconciliation.
- ✧ Investigate and resolve breaks related to cash, stocks and units. Manage bookings on accounts payable, wires, and inter-company account transfers.
- ✧ Process accurate corporate actions, allocation and computation of dividend distributions.
- ✧ Prepare financial analyses, communicate with outside legal advisors and respond to auditor request.

### ***Senior Client Service Officer / Transfer Agent***

*JAN 2015 – DEC 2016*

- ✧ Perform trade processing and reconciliation. Monitor the settlement cycle and handle timely client enquiry.
- ✧ Take lead in account opening for different types of corporate; Conduct KYC/AML control and due diligence according to risk assessment; Liaise and work with clients, RMs, legal and compliance for documentation.
- ✧ Assist in projects of data management, new fund on-boarding and archive restructuring.

### ***Market Data Specialist***

*OCT 2014 – JAN 2015*

- ✧ Control and validate market data of equity, debt securities, derivatives and funds coming from data providers (Bloomberg, Reuters and etc.); Analyze and execute the corporate action event (dividend, spin off and etc.).
- ✧ Automate and streamline operation tasks by writing VBA macro.

### ***Business Analyst (Sales & Marketing)***

*Radica Systems Limited, Hong Kong*

*APR 2014 - AUG 2014*



- ✧ Arrange marketing events; Prepare EDMs, quote and market reports

### ***Distribution Channel Business Trainee (Internship)***

*SCG ONSemiconductor Co. Ltd., Hong Kong*

*MAY 2012 - JUN 2013*



- ✧ Coordinate different projects and sales over Asia pacific regions,

## Languages

**Chinese** - Cantonese – Native;  
Mandarin – Full Professional Proficiency;

**English** – Full Professional Proficiency;  
**Japanese** – Fluent;  
**Italian** – Beginner

## Computer literacy

**MS Office:**  
Access, Excel, Outlook,  
PowerPoint, Word

**Programming:**  
VBA, SQL

**Other:**  
Photoshop, SPSS

## References

### Mr. Morris Chan

Head of Fund Distribution Services, CACEIS Hong Kong Trust Co. Limited

Tel: +852-37423110

Email: morris.chan@caceis.com

### Ms. Kinny Chan

Marketing Manager, Radica Systems Limited, Hong Kong

Tel: +852-28661106

Email: kinny.chan@radicasys.com

### Mr. Raymond Ngan

Regional Distribution Manager for Asia Pacific Areas (APAC), SCG ONsemiconductor Co. Ltd., Hong Kong

Tel: +852-26890088

Email: raymond.ngan@onsemi.com

**Availability:** APR 2017

**Expected Salary:** HKD 20,000 / Month