

# Curriculum Vitae of **ALLEN ZHENG**, CAIA CMT

## Personal Information

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## Academic and Professional Qualifications

2014 – Present	Chartered Market Technician (CMT)
2013 – Present	Chartered Alternative Investment Analyst (CAIA)
2009 – 2011	MSc. Applied Economics, Singapore Management University
2003 – 2006	BSc. Computer Science, National University of Singapore

## Profile Summary

Exceptional Versatilist, as a self-starter and “all-rounder” with 10 years working experience primarily in asset/fund management with managerial oversight responsibilities in end-to-end fund lifecycle to streamline processes; and implement internal controls across front, middle to back-office investment management functions; regulatory compliance across multiple (Singapore, Hong Kong, Cayman, Luxembourg and Cyprus) jurisdictions; and portfolio risk & performance management in funds investing Equity, Fixed Income, Commodities and FX.

## Achievement Highlights

- Experienced track record in setting up several hedge funds and involved in end-to-end fund lifecycle from fund set-up (umbrella, master-feeder, UCITS/SICAV, unit trusts, OEICs), investment operations, regulatory compliance, to fund raising/investor relations for talented CIOs/portfolio managers, and top-level business strategic planning exposure to CEOs and senior management team across different domiciled funds and trading strategies.
- Increased investor confidence and assets under management (AUM) through exceptional leadership and team management skills to ensure streamlined investment management operations, due diligence and regulatory compliant to authorities in various jurisdictions.
- Project lead for new fund launches and regulatory applications of licenses (CMS, RQFII) to new markets such as China, India, Hong Kong and European countries.
- Led the research efforts into the different funds passport regimes in Asia Pacific namely APEC Asia Region Funds Passport (ARFP), China-Hong Kong mutual recognition agreement and ASEAN Collective Investment Scheme (CIS).
- Project lead for new fund/product development, from the construction of sample portfolio asset allocation, process of back testing and forward testing, to analysis of portfolio risk & performance; and preparation of marketing materials.
- Responsible to build and develop in-house investment compliance monitoring and portfolio management systems from scratch, estimated to be US\$50K in cost savings per year.

## Professional Memberships and Affiliations

2015 – Present	Honorary Treasurer - Council Member, Club Rainbow Singapore
2014 – Present	Adjunct Lecturer, Nanyang Polytechnic
2014 – Present	Alumni Mentor, Singapore Management University
2013 – Present	MAS Regulated Representative #ZRX300200815 in Fund Management

## Professional Work Experiences

**Senior Manager**

06.2016 - Present

Asset Management Company – US\$30bn

- **Regulatory Compliance:** to provide advice to senior management and staff on the relevant laws, regulations, rules and standards across local, regional and overseas jurisdictions.

**Project Management - Regulatory Reforms (Contract)**

01.2016 - 05.2016

Standard Chartered

- **Regulatory Implementation:** to drive programme initiatives across global organization-wide business areas to comply with financial regulation banking reforms in market structure rules i.e. EMIR, MiFID II, AIFMD, Dodd-Frank Volcker, UCITS and Market Abuse Directive. Reason for Leaving: to accept a permanent opportunity back to fund management.

**COO / Head of Trading (Investments)**

04.2012 - 04.2015

CastleBay Capital Management – US\$650mn

Managed a team of 6 employees

- **COO Business Management, Investment Operations and Middle Office:** to perform supervisory oversight across day-to-day smooth running full spectrum of investment management operations i.e. trading flow & execution, cash management and hedging, portfolio valuation and risk management, corporate actions, investor reporting, accounting/financial statements, audit and tax, and regulatory compliance.
- Excellent product knowledge and practical hands-on investment operations experience on processing across all asset types including listed and OTC equities, fixed income, commodities, FX spots/forwards and derivatives (futures, options).
- Setup and streamline end-to-end fund life cycle and experienced in trade support processes, including execution trading, trades' confirmation and operational support for position holding reconciliation, settlement management and monitoring investment cash.
- Monitor and approve on corporate action events, dividend/coupon payments and security tax calculations. Ensure fund related fees and expenses are accrued correctly.
- Review and sign-off on daily/monthly NAV reports and preparation of financial statements by trustee/fund administrators, and performance updates to fund databases.
- Responsible for existing and new investors' relations by responding to queries/requests and preparation/dissemination of periodic fund and marketing materials.
- Daily portfolio and risk reporting, to ensure accurate and prompt capture and representation of security and currency positions, investment cash balance, margin requirements and market/liquidity/credit risk exposures.
- Managing and coordinating the annual year-end process with respect to audit timelines, financial statement preparation, regulatory filings (MAS, ACRA, IRAS), tax services etc.
- **Regulatory and Investment Compliance:** Project lead and responsible to execute the implementation of new regulatory initiatives in adherence to MAS SFA and FAA licensing requirements. Knowledge of SFO licensing regime by SFC in Hong Kong and QFII/RQFII investment framework by CSRC and SAFE in China.
- Main point of contact for dealing with key external stakeholders (MAS, external Auditors, external Regulators) on regulatory inspections and internal/external audits, as well as any

ad-hoc regulatory inquiries. Responsible to clarify and resolve compliance issues & follow-up on audit recommendations made by regulators and auditors.

- Oversee and sign-off the quarterly and annual regulatory and licensing matters including compilation and submission of regulatory returns and filings to MAS, ACRA and fund authorities in Luxembourg and Cyprus.
- Review and implement KYC/AML/CFT procedures to ensure accuracy, adherence and full record-keeping, whilst facilitating client due diligence, onboarding and reporting process.
- Ensure all compliance related ongoing monitoring programs, manuals, policies and procedures (Conflict of Interest Policy and Personal Account Dealing Policy) are updated regularly in adherence to new regulatory conditions.
- Review investment guidelines compliance covering multi-asset classes and trading activities in particular the fairness and appropriateness at pre and post stages of affiliated transactions, fair allocation and cross-trades etc.
- Responsible for execution and implementation of MAS risk management practices relating to corporate governance, internal controls and all firm-wide risk (credit, market, liquidity, technology and operational) metrics.
- Work closely and update the Management Team on implementation of organizational strategies, operational risk governance and monitoring to assure effectiveness of risk assessment and control assessment.
- Liaise and coordinate with external providers i.e. prime brokers, trading counterparties, fund administrator, auditors, and lawyers to ensure and review proper SLAs documentations and third party due diligence checks.

Reason for Leaving: the fund was closed down due to large redemptions from institutional investors as a result of regulatory compliance on their external proprietary investments.

Pilot project with a boutique family office

09.2011 - 11.2011

- To lead the setup of its proprietary trading desk. The project was terminated due to commitments in other private equity ventures.

**Manager/Trader**

04.2008 - 07.2011

GCI Investment Management – US\$500mn

Mentored 1 junior employee

- **Investment Operations & Risk Management:** responsible for day-to-day investment operational functions i.e. trade booking, settlement and position/cash reconciliations, stock borrowing, valuation, and currency hedging.
- Responsible to ensure all funds are compliant to Cayman regulators, and led the operational due diligence by MAS regulators.
- Perform and monitor portfolio risks via stress-testing, scenario analysis, historical stress-testing, Value-at-Risk, concentration risks, overall exposure counterparty/issuer and credit risk, and reviewing ISDA agreements.
- **Trading:** main trader to perform trade execution across different fund strategies – Japan multi-strategy, interest rates relative-value investing and systematic trend-following managed futures fund. Total AUM at USD 500 million.
- Traded instruments include but not limited to: cash equities, convertible bonds, stock options, FX spots / forwards, commodity and financial (index, bond, interest rate) futures.

- **Fund Administration:** preparation of daily and monthly Net Asset Value internal calculations for all funds, and reconcile with reports prepared by fund administrators. Resolve with fund accountant on any discrepancies.
- **Fund Selection and Expertise:** responsible for monitoring fund strategies peer groups and their performance. Conduct due diligence with external fund managers, analyse peer group universe, make fund recommendations and assist in diversified risk-adjusted allocation to fund-of-funds portfolio.

Reason for Leaving: to widen investment experience across Asian markets.

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**Technical Analyst**

02.2007 - 03.2008

Credit Suisse

- Chairperson to 1st batch of APAC (IT) Graduate Training Programme, managed over 20 graduate hires.

Reason for Leaving: to pursue a role in fund management industry.

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**Additional Skills**

- Bloomberg
- Technical Analysis
- Global Tactical Asset Allocation
- Investment Compliance
- Share Class and FX Hedging
- Alternative Investments
- Proficient with MS Word, Excel and Powerpoint
- To mentor and work in a team structure
- To plan, organize and prioritize work to meet deadlines
- To make decisions and solve problems
- To obtain and process large quantitative information
- To effectively communicate and manage internal and external stakeholders