

Personal Information

Name: Wing Yin Vivian

Surname: LAU

Nationality: Australia

Mobile: 9180 7334

Date of Birth: 01.12.1992

Gender: Female

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Address: Flat B, 17/F, Tsui Man Court, 76 Village Road, Happy Valley, Hong Kong

Objective: seeking for a challenging position which offers greater opportunity and exposure for me to gain further experience and knowledge while accomplishing the organisation's goals through utilizing my skills.

Highlights

- Strong Communication and Leadership Skills
- Independent and responsible
- Trainer and mentor
- Flexible and open-minded
- Well time management
- Optimistic
- Hard working
- Enthusiastic
- Works well under pressure
- Quick Learner

Education History

Bachelor of Commerce- Professional Accounting

Macquarie University

Start: July 2011

Graduation: 23rd Sept 2013

Grade Point Average: 3.348/4

Work Experience:

Senior Hedge Fund Accountant (Feb 2016 to current)

Wellchamp Capital Limited

- Responsible for daily operations including investment transaction accountings, NAV reconciliations, process corporate actions, cash management and perform daily accounting reconciliations ;
- Responsible for daily liaison work with fund custodian, fund administrator, executing brokers, external auditors and other service providers
- Prepare and monitor daily P&L, margin requirements, VaR & CVaR, risk exposure and other ad-hoc fund reporting;
- Monitor and report to regulatory institutions (e.g SFC/ASIC) when necessary (e.g. short selling position breached certain benchmarks)
- Review brokerage/compliance/legal documents (e.g. PPM) and respond to regulatory and compliance queries;
- Identify operational improvement opportunities to management /operation and to conduct UAT (e.g. increase efficiency by improving operation tools with VBA);
- Prepare book keeping, handled and monitored for settlement and daily operation for subsidiaries/ related companies.

Associate, Fund Accounting (Accounting Assistant, Nov 2013 to June 2015; Senior Administrator, July 2015 to Jan 2016)

BOCI- Prudential Trustee Limited

- Generated pricing process for assigned funds (MPFs, ORSOs, Caymans, RQFIs & QDIs) with review of periodic financial reporting; calculated daily, weekly and monthly net asset value under tight deadlines with goal of maintaining high accuracy and updated subject matter exception assets to the internal system
- Compiled and prepared ad hoc requested reports/statements by clients
- Analyzed corporate actions that affect funds through the verification of earned incomes and calculation of dividend factors
- Supervised and trained new junior accountants
- Worked jointly with other department to prepare, test and remove bugs for system enhancement/ new program in an UAT environment

Learning Education Aspiration Participation (LEAP) program 2013:

- Volunteered as a mentor at Macquarie University to provide weekly mentoring support to high school students from refugee backgrounds;
- Aimed to raise school students' aspirations towards further education; and
- Increase mentees confidence in making informed decisions about their future.

Volunteer Services (Year 2010 to current)

- Volunteered in various charities for flag selling, fund raising etc.
- Silver award for contributing 100 hours for volunteer services granted by the Agency for Volunteer Service
- Volunteered in UNICEF for sorting and counting collected foreign currencies in the Change for Good Programme (CFG); and
- Volunteered in Mothers' Choice for taking care of infants/kids with mental/physical disabilities

Key Skills

Technical Skills

Typing: Chinese: 25wpm English: 65wpm
Computer: MS Word, Excel, PowerPoint,
FAMEX, Bloomberg station, Sage/Peachtree

Languages Skills (0=Poor, 5=Excellent)

Languages	Spoken Proficiency	Written Proficiency
Cantonese	5	5
Mandarin	4	4
English	4	4

Professional Affiliations: Certified Public Accountant of Australia

Other Particulars

- First aid & AED licenses certified by Hong Kong St. John Ambulance
- Member of the *Golden Key International Honour Society* (Membership no.: 10992752)
- Expected Salary: \$29,000
- Availability: 2 months' notice

References

Nathan Asher

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Macquarie University City Campus
Telephone: 61 2 99646528
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Dr. Jan Zwar

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Department of Marketing and
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