

**CAREER HISTORY**

|  |  |
| --- | --- |
| **Senior Officer**  **(Oct 2016 - Present)**  **Officer**  **(Oct 2014 - Sep 2016)**  **Senior Fund Administrator**  **(Feb 2014 - Sep 2014)**  **Fund Administrator**  **(Jun 2012 - Jan 2014)**  **Dealing Assistant (PT)**  **(Mar 2011 – Jun 2012)** | **: BOCI-Prudential Trustee Limited**  **◆ Contribute to new fund setup includes preparing the relevant accounts setup, discussing the operations flow with clients and implementing a standardized framework**  **◆ Supervise a team of three to provide daily fund operations**  **◆ Handle security settlement of daily transactions for the global markets and liaise with fund houses and sub-custodians to resolve settlement issues for different financial products include FX spot, hedging forward, futures, global equities, bonds and stock connect**  **◆ Monitor the cash balances of investment portfolios to avoid liquidity risk and reveal any abnormal items**  **◆ Perform daily cash balances and month-end holding positions reconciliation**  **◆ Facilitate the account opening process by collecting required legal documents and associated information to meet the fulfillment of Anti Money Laundering (AML), Know Your Client (KYC) requirements and internal policies**  **: BOCI-Prudential Asset Management Limited**  **◆ Handle fund accounting functions include asset reconciliation, fund valuations and preparation of financial reports to ensure accuracy and integrity of the investment portfolios**  **◆ Monitor the cash balances of investment portfolios to compile liquidity projections and avoid liquidity risk**  **◆ Monitor daily trade booking / processing, liaise with trustee, custodian and brokers to resolve settlement issues for different financial products**  **: Investec Asset Management Asia Limited**  **◆ Executing dealing order for bespoke financial product**  **◆ Providing general clerical & administrative support** |



**QUALIFICATION**

**2016 : CFA® charterholder**

**2010 : 普通話水平測試** (**Putonghua Proficiency Test)**

**-三等甲級 (Third Class Upper Grade)**

**EDUCATION**

**2008 - 2012 : Hong Kong Shue Yan University**

**- Bachelor of Business Administration (Upper Second Hons)**

**COMPUTER LITERACY**

**Bloomberg, Omgeo CTM, Portia, MS Outlook, Excel, Word, Power Point, Typing 50 wpm (English) & 30 wpm (Chinese)**

**LANGUAGE SKILLS**

**Good command of spoken & written English, Chinese (Cantonese & Mandarin)**

**AVAILABILITY**

**One month notice**

**CURRENT SALARY**

**HK$ 24,200**

**EXPECTED SALARY**

**HK$ 28,000 - 30,000**