Willing to learn, motivation, good analytical, work under pressure, responsible attitude with minimum supervision and effective communication skills

**Education Background:**

**University:**  
**University of Western Australia**

**Bachelor of Commerce**

Major: Investment Finance, Corporate Finance and Money and Banking

Grade: 5.36 (Unit Points from Credit to Higher Distinction)

**High School:**

**Southern Ontario College, Canada**

Year 10 – Year 12

**Working Experience:**

*Nov 2015 – May 2017*  **Bank Consortium Trust Co. Ltd.** (BCT)

Senior Associate - Fund Services

**Duties:**

* Prepare fund valuation reports and ensure all transactions are correctly updated in PORTIA and calculate the NAV.
* Maintain accuracy, preparation of daily reporting and ensure the price in BLOOMBERG and valuation process.
* Prepare month end and year end report for audit and compliance purpose.
* Reviewed all diagnostics reports and investigated any exception (e.g. NAV component movements against previous NAV).
* Review the investment portfolios and complete the investment compliance checklist for all funds.
* Perform monthly fee summary & settlement, daily bank reconciliation and scheme reconciliation.
* Accrue scheme fee, handle dealing order & fund transfer and calculate fund prices.

*June 2014 - May 2015* **Dah Sing Bank**

Assistant - Wealth Management Operations

**Duties:**

* Setup and settle 70 investment products master weekly and handle Accumulator, Decumulator, Futures, Option, ELI, ELN and other derivatives daily.
* Input HK and A-share CCASS settlement instructions per week.
* Input HK and A-share manual orders in banking system.
* Input SWIFT payment instruction and prepare general legder.
* Prepare general ledger and money voucher entries for settlement section and perform debit and credit transactions through teller terminal daily.
* To Perform UAT testing and update ELI price monthly.

**Skills:**

**Computer skill:** MS Office (Word, Excel, PowerPoint, Project Management, Chinese word processing), UAT and Bloomberg

**Languages: (Spoken and Written)**

Proficient in Cantonese, English and Mandarin

Good in Min Nan and Taiwanese

**Licensing Examinations:**

* Hong Kong Securities Institute Licensing Examinations

- Paper 1, 7, 8

* MPF Intermediaries Examination

Remark: Preparing for the CFA exam

**Availability:** Immediately Available