**Name: ZHI JUN, OW-YANG**

**Nationality: SINGAPOREAN**

**Professional Profile**

Proactive, results-oriented, and strong analytical thinking professional possessing strong entrepreneurial spirit. Proven track-record of initiating and delivering successful, innovative solutions to improve business process workflows. A top performer in the team who is client-focus and results-driven. Strong passion in delivering client’s solutions and managing client’s relationship.

**Education:**

2017 (projected)

Project Management Institute

Certified Associate in Project Management

June 2016

AIIM International

Business Process Management Master

Aug 2009 – Dec 2013

National University of Singapore

Applied Probability and Statistics (Bsc. Hons)

Specialisation in Finance and Business

**Career History**

**Jan 2014 – till date**

**Goldman Sachs, Singapore**

**Sr. Operations Analyst, Listed Derivatives Middle Office**

* Supports the Sales and Trading desks in Singapore, Hong Kong, Japan and India. Core duties include Front Office trade capture and trade lifecycle management, execution of trade date controls and query resolution across futures synthetics products and listed derivatives
* Spearheaded the strategic planning and execution of Goldman Sachs Asia Futures entity migration project as part of Goldman Sachs Legal Entity Structure and Strategy framework with predicted savings of billions of dollars for the firm. Collaborated with global business managers in ramping up the project and developing plans to address risks, contingency planning and execution plans. Involved in initial step analysis, development of project plan from operations perspective, writing of test script and user acceptance testing. Close collaboration with multiple stakeholders from the technology, middle office, finance, legal, compliance and controls teams.
* Identified areas of opportunities for process improvement in daily functions and created multiple macros which save the team 20 minutes of manual work daily and up to 2 hours of manual process during month end roll.
* Drove the pre- and post-processing of the biggest corporate action involving Cheung Kong Holdings and Hutchinson Limited under the Hong Kong Equity Options Exchange. Conducted analysis on the potential risks and financial impact on the movement of trades for clients and processing of the corporate action on the ex-dividend date. Close collaboration with technology, controls, regulatory and product data quality teams to ensure a smooth processing on ex-dividend date of the event.

**May 2013 – Jul 2013**

**Goldman Sachs, Singapore**

**Summer Intern, Listed Derivatives Middle Office**

* Conducted detailed analysis of work drivers within the team and proposed organizational team structure changes within the team. Successfully implemented cross-functional training programme for the team which leads to higher process efficiency, better cross-team knowledge and coverage as well as workload balancing for the team.
* Fast learner who could fully support the team within 4 weeks of joining the team in the daily front-to-end trade processing including trade matching, reconciliation, and various event management.

Skills

* Proficiency in English and Chinese (Mandarin) (Spoken and written)
* Good knowledge of Microsoft Excel VBA
* Basic knowledge of R, SPSS, SQL, SAS

Key Competencies

* Business process management
* Microsoft office
* Communication/presentation skills
* Time management
* Project/operations management
* Client relationship management
* Problem solving
* Statistical analysis
* Risk management