# **Kelvin Peck Zi Fu**

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# **Professional Summary**

Highly efficient professional with a keen interest in developing advance skills in compliance. Self-motivated individual who can adapt to challenging environments with experience in reviewing individual, corporate, funds, and trust accounts. A critical thinker who is able to work autonomously and effectively with multiple stakeholders.

## Educational and Professional Development

## 2016 to 2017 ICA Diploma in Anti Money Laundering / Counter Financing Terrorism

## (Nov) (IBF Level 2)

International Compliance Training Academy (Singapore)

## 2015 to 2016 ICA Adv. Cert in Governance, Risk & Compliance (IBF Level 1)

International Compliance Training Academy (Singapore)

2008 to 2010 Bachelor of Business Administration

University of South Australia

2004 to 2007 Diploma in Micro-Electronics

Temasek Polytechnic

Professional Experience

Vistra Group - *AIS,* *Senior Associate* Jun 2017 – current

Key Accountabilities:

* Drive client on-boarding for Hedge and PERE funds
* Liaise with clients on documents deficiencies and refresh of documents when necessary
* Review and provide recommendation to clients on investors' KYC for fund closings
* Assist with CRS and FATCA reporting

State Street - *AIS,* *Associate 2* Jan 2017 – Jun 2016

Key Accountabilities:

* Drive client on-boarding for Hedge and PERE funds for Singapore and Hong Kong office
* Work with front office, and relevant risk control departments to ensure accounts are compliant with jurisdictional regulations, and internal controls
* Support periodic reviews by bringing accounts up to current regulatory standards within stipulated timeframe
* Provide training and overview on KYC systems whenever necessary
* Track and report APAC new business status and timeline to business units heads

State Street - *KYC Analyst (Contract)* Jun 2016 – Jan 2017

Key Accountabilities:

* Perform AML/KYC remediation for PERE funds
* Ensure accounts are complete, consistent and accurate against established requirements, checklists, policies and procedures
* Participate on conference calls to keep abreast of new changes and resolve ambiguous issues

ANZ - *Client Service Executive, KYC (Contract)* Apr 2015 – Apr 2016

Key Accountabilities:

* Responsible for performing event-driven and periodic reviews for Private banking, with focus on SOW corroboration
* Identified and investigated potential risks issue and ensure the account is compliant with group policy and MAS regulations
* Conducted enhanced due diligence with recommendation and justification to MLRO
* Reviewed account activity and transactions
* Provided support on FATCA related matters
* Working knowledge of World-Check Online, Questnet

UOB - *KYC review team AML, Senior Officer (Contract)* Mar 2014 – Mar 2015

Key Accountabilities:

* Annual periodic KYC review of clients for Retail and Privilege banking
* Ongoing compliance reviews in accordance to AML/CFT guidelines and procedures
* Escalated and filed STR for unusual transactions
* Assisted in Tax Remediation project
* Showed good performance in maker role, and took on added responsibilities as a checker
* Working knowledge of Factiva, World-Check One

Freelance - *Auto Sales*  2010 – 2013

DBS - *Credit Control Executive* 2007 – 2008

Key Accountabilities:

* Assisted with the recovery of payments from defaulters
* Ensured that customer service standards were maintained

#### Skills

Computer skills Proficient in MS Word, PowerPoint and Outlook

Language proficiency Fluent in English (written and spoken)

Fluent in Mandarin (spoken)

Competent in Mandarin (written)

#### National Service

NS Status: ORD in August 2004

Served National Service from 2002 to 2004 as a Chemical Defence Medic

References

Irene Wee

Vice President(2), KYC review team, AML

UOB - United Overseas Bank

Mobile: +65 9137 6963

Ong JieYan

Client service associate

Bordier & Cie

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