**Christopher Lim**

HP: 97687521 Email: yichenglin@hotmail.com

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**Working Experience:**

More than 9 years’ of working experience in private banking operations

Job scope includes Middle to Back Office functions, mainly in hedge and mutual funds

**Pictet Holdings LLP Feb 2015 – Present**

- *Funds Transfer Specialist*

* Process delivery and receipt of hedge and mutual funds
* Coordinate transfer details with counterparties and Fund Administrators
* Fill up stock transfer forms, subscription documents and entity self-certifications
* Sort contract notes in the mailbox and distribute to fellow teammates in Geneva
* Using internal systems like Avaloq and FundFolder and external system like Vestima
* Spent 3 weeks in Geneva to build relationship with teammates and improve knowledge

**Société Générale Bank and Trust, Private Banking Operations Mar 2014 – Jan 2015**

**-** *Contract Analyst in Mutual Funds Team*

* Settlement of trades upon receipt of the contract notes
* Calculation and distribution of trailer fees
* Transfer of hedge and mutual funds
* Reconciliation and migration of funds to DBS Private Banking
* Used internal systems like Triple A and Olympic

**DBS Bank Ltd, Private Banking Operations**

*- Analyst in Mutual Funds Team* **Mar 2011 – Sep 2013**

* Used internal systems like Avaloq and external systems like FundSettle browser
* Involved in the whole process from pre-processing (placement of the subscription and redemption trades for mutual funds) to post-settlement (payment and checking of receipts)
* Transfer of hedge and mutual funds (internally and externally)
* Receipt of trailer commissions and payment of custody fees
* Processing of corporate actions - dividends, setting up new funds, name changes, liquidation, compulsory redemption and mergers
* Engaged in process enhancement, reviewing and modifying procedures for better efficiency
* Liaised internally with the front office (RMs and ARMs) and the back office, and externally with fundhouses, custodians and counterparties
* Included attending to queries, conducting investigation and reconciliation of breaks in cash and securities holdings, corporate action notification, etc…

*- Bank Executive A in the Cash Management Team* **Jul 2007 - Mar 2011**

* Processed Fixed Deposits, Currency-Linked Investments, Incoming and Outgoing Telegraphic Transfers
* In charge of the team’s daily filing of processed documents and monthly archives

Involved in the planning, coordinating and participating in activities organized by the department

* Publishing of periodic departmental newsletters
* Coordinator for relocation from PWC Building to Comtech in 2012
* Committee member in planning for the Private Banking department’s Social Night 2011
* Kite-flying with the underprivileged children in 2010
* POSB Kids’ Run in 2009

**Regional Container Line Feeder Pte Ltd** **Nov 2006 – Jul 2007**

- *Contract Accounting Staff in Treasury Department*

* Update weekly/monthly cashflows and fixed deposits’ details

**Professional Certifications:**

**Graduate of Investment Operations Certificate (IOC, former IAQ)**

* Operational Risk module Aug 2012
* Administration of Settlement and Investments module Mar 2012
* Introduction to Securities and Investment (International) module Dec 2011

**CMFAS**

* M1B: Rules and Regulations for Dealing in Securities (Non-SGX-ST Members) Sep 2011
* M5: Rules and Regulations for Financial Advisory Services Apr 2010

**Educational Qualifications:**

**National University of Singapore** Aug 2003 - Jun 2006

* Bachelor of Arts (Sociology)

**SAT** Nov 2002

* Verbal – 600, Math - 700

**Hwa Chong Junior College** Jan 1999 - Dec 2000

* ‘A’ Level

**The Chinese High School** Jan 1995 - Dec 1998

* ‘O’ Level

## **Achievements:**

**Soccer, Member**

* Champions for The Corporate Community Games 2009
* Champions for Inter-Faculty Soccer Tournament 2000
* Runners-up for Sec 3 Inter-Class Soccer Tournament 1997

**Squash,Secretary**

* Runners-up for National Inter-School Squash Championships, ‘A’ Div Boys 2000
* Champions for National Inter-School Squash Championships, ‘A’ Div Boys 1999
* Champions for National Inter-School Squash Championships, ‘B’ Div Boys 1998
* 4th for National Inter-School Squash Championships, ‘B’ Div Boys 1997

**Skills:**

* Languages: Fluent in written and spoken English and Mandarin
* Computer Skills: Proficient in MS Office (Excel/Word/PowerPoint)
* Systems: Avaloq, Triple A, Olympic, Bloomberg, FundSettle, Vestima and Global Fund Trading browsers

## **More about myself:**

## Responsible and organised, able to multi-task and prioritise workload

## Dedicated and committed to provide excellent service in a professional manner

## Willing to undertake new challenges and constant self-improvement

* Positive attitude

Notice period: 2 months