Loh Weijian  
[lohweijian1987@gmail.com](mailto:lohweijian1987@gmail.com)  
+65 97257934

SUMMARY

4 years of experience in Fund Servicing industry, managing security master fields, pricing data and processing corporate action events with information from different Data Vendors. Performs security data governance & collaborate with fund compliance team & fund accounting teams to ensure accuracy, quality of data & requirements are met with expectation. Play a role of a sub-team leader in executing assigned projects and to achieve success through people. Participate in system migration project by working closely with the project team and stakeholders.

WORK EXPERIENCE

**Senior Data Management Analyst** *April 2013 - Present*Associate | Asset ServicingBank of New York Mellon

* Good understanding and wide exposure to different type of securities (Equities, Fixed Incomes, Derivatives i.e. Future, Options, Swaps), markets and exchanges globally.
* Execute Data Governance in the aspect of security master fields, pricing data & corporate action information.
* Ensure the standard operation procedures of maintenances on security data are strictly adhere to.
* Seeks out & implementation of best practices in operational procedures to enhance efficiency & productivity.
* Regular review of data quality by gather feedbacks & working closely with all stakeholders (Fund Compliance team, Fund Accounting/Administration teams).
* Ensure SLAs are met by co-operating with stakeholders to investigate& resolve all outstanding issues & errors.
* Liaise with data vendors to perform review on data quality, resolve issues & seeking out best practice in data application.
* Work closely with Data Vendors & Global Data Office on data licensing matters.
* Assists the manager & team leaders in reviewing operation workflow, identifying gaps, providing & implementing solutions.
* Lead a small project team to execute tasks/projects assigned and ensure success through people.
* Assist team leaders in gathering information and preparing monthly team dashboard for management reporting.
* Assisting team leaders to ensure projects/tasks are in the right direction and closely align with management’s expectations.
* Performs a role of a reviewer on daily deliverables and mentor to some junior team members. Providing them guidance and advices.
* Participating & working with project team & stakeholders in migration project as a key person on behalf of the Data management team.
* Participated in BCP projects, internal & external audit.
* Provide after office hours & public holiday support for funds with slated deliverables.

**Channel Program Analyst** *2011 – April 2013*   
Analyst | Finance  
HGST, a Western Digital company (formerly Hitachi Global Storage Technology)

* Performed inventory audit on Channel Partners (distributors) at their offices across various locations in the APAC region to prevent grey marketing and ensure their compliance to SLA.
* Performed analysis & reviews on partners’ inventory & sales reports to ensure accurate reporting & identify any possible red flags or signs of fraud.
* Work closely and liaise with clients in APAC region to resolve reports discrepancies and conduct investigation.
* Carry out analysis on Channel Partners’ sales & inventory reports and ensure their rightful entitlement of monetary incentive on HGST’s Channel Program.
* Provided onboarding support, education & training to new client with regards to the Channel Partners programme.
* Performed validity checks & providing 1st level approval on monetary claims relating to Marketing Development Fund (MDF) submitted by APAC Channel Partners.

EDUCATION

University of London, SIM GE, BSc in Banking & Finance (2nd Upper Honours) *2008 - 2011*

Tampines Junior College, GCE ‘A’ Level *2004 -2005*

SKILLS SET

Key Competency skills set

* Good communications and interpersonal skills
* Able to maintain relationships between the team and various stakeholders
* Good analytical skills and able to communicate effective on problems and solutions to stakeholders and management
* Team player, able to work together as a team get things done
* Able to work under pressure and deliver under tight deadlines
* Leadership and responsible for one’s and team’s decisions and actions
* Proactive and take initiative

Technical Skills set

* SUNGARD Enterprise System
* Bloomberg Terminal & Bloomberg Per Security Data License
* IDC 360View & IDC Remoteplus
* Thomson Reuters DataScope Select (DSS)
* EAGLE Investment System
* MS Excel & MS Word

Language: English, Mandarin