**Resume**

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| **PERSONAL PARTICULARS** |

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| **Name (English)** | : Chow Yi Man |
| **Name (Chinese)** | : 周怡敏 |
| **Tel** | : +852 6726 9888 |
| **E-Mail** | : chowyiman@hotmail.com |
| **Date Available** | : 2 months’ notice |

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| **Education History** |

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| 2010-2014 | Jinan University, China  Bachelor’s degree in Finance |
| 2003-2010 | Clementi Secondary School, Hong Kong  Attained F.7 major in Science |

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| **Working Experience** |

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| Sep.2016-Now | Hedge Fund Operations Specialist, OP Investment Management Ltd   * Work with front office and reporting team to ensure that trade operations is smooth and accountable for errors. * Ensure all trade processing and clearing activities are done timely and accurately. * Monitor other tasks such as trade matching, corporate action, day-end report. * Liaise with counter parties such as brokers and fund administrators to resolve trade breaks and exceptions. * Administer the process flow regarding the back-end for various products. * Review and update the Operation Manual, procedures and work flow. |
| Dec.2015-May.2016 | Accountant I, Hodgson Impey Cheng Limited   * As an independent third party to check the listed company's financial records * Liaise with Client’s account department and gather all financial information for audit purpose * To find discrepancies, errors, cut costs and improve general accounting * Finish yearly audit report of Fund independently |
| Jul.2014- Dec.2015 | Customer Service Ambassador, Standard Chartered Bank   * Recognize customers' needs and recommend appropriate financial solutions * Check branch operation report in order to find out transactions with error or being delayed * Open personal bank account as well as conducting KYC process |

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| **Other Information** |

**Language skills**: Native in Cantonese and Mandarin; Good command of English

**General computer skills**: Good command of general office skills.

**Certificate:** PSC Putonghua Proficiency Test Grade 2 Level A;

Mainland driving licence