**TAN Chia Peay**

Blk 103 Jalan Rajah #15-53 Singapore 321103

+65 8298 4161

autumn138@gmail.com

**Summary**

Hands on, client-oriented financial professional with 12 years of experience in fund administration

**Highlights**

* Clients service and relations
* Team management
* Cash management, operation and settlement
* Fund accounting and custodial functions for Exchange Traded Funds (ETF)
* Analytical and problem solving
* Process implementation

**Accomplishments**

* Assisted in setting up ETF and operation process flow
* Streamlined and improved internal processes to improve efficiency and reduce cost
* HSBC CEO impact Award, Bronze (deliver service excellence)

**Experience**

**Trustee officer** May 2015 – present

**BNP Paribas Trust Services Singapore Limited**

* Responsible for carrying out all trustee related operational matters including opening/operation of trust/fund accounts in accordance with trustee obligations and applicable regulations and guidelines.
* Investment compliance monitoring to ensure investment manager’s adherence with investment restrictions and guidelines as imposed by regulatory requirements, operating policies, and constitutive documents.
* Maintenance of internal checklists and control documentation in the event of changes in the regulatory framework relevant to trust and fiduciary activities in Singapore.
* Investigate, document, report and resolve issues relating to scope and recommend corrective action where appropriate.
* Identify and alert, as and when appropriate, to management the problems, risks, deficiencies and opportunities for re-engineering of controls and processes.

**AVP of finance and operation** Dec 2013 – Jul 2014

**Shanda Group Pte Ltd**

* Provide weekly reports, net assets value, assets allocation and performance reports to Director.
* Assist in opening accounts with brokers and banks. Prepare minutes, resolutions, and other related documents for opening of accounts. Work closely with counterparties to ensure accounts are opened within timeline.
* Sourcing, liaising with system vendors and assist in setting up.
* Work with system vendor on data migration, gathering business requirements for data migration needs.
* Perform fixed income investment analysis and selection. Assist in preparing stock analysis report.
* Perform trades placement and responsible for daily trade processing and settlements.
* Forecasting and managing cash movements, positions and overall financial activities of group of companies.

**AVP, service delivery** May 2001 – Dec 2013

**HSBC Institutional Trust Services (Singapore) Ltd**

* Responsible for providing fund accounting-valuation, trustee, custody, administration services, cash management and settlement to Fund Managers both locally and internationally.
* Review Net Asset Value calculations, operating memorandums, prospectus, annual fund reviews.
* Ensure that internal procedures are adhered, compliance checks are performed, and clients are satisfied with level of service.
* Principal point of contact for clients on operational issues and service requests, liaise with Fund Managers, bankers, auditors and other external parties.
* Work closely with Participating dealers and Fund managers on ETF trade ordering, funding, forex execution and settlement.
* Participate in new funds launching / ETF IPO, new client take-on and migration activities to ensure a smooth on boarding and transition.
* Support related departments on KYC, due diligence, trading accounts opening and prepare standard settlement instructions.
* Lead, organize, manage and distribute work flow amongst team.
* Training and guidance for portfolio accountants in the team.
* Review documents/contracts and liaise with Senior Management on pertinent issues.
* Support and liaise BA teams in system upgrade and migration projects, facilitate development of UAT test plan, perform UAT testing.
* Suggest process improvements, assist in the implementation of changes and post implementation operation support.

**Auditor** Sep 1998 – Apr 2001

**K.A. Seah & Co**

* Undertaken the audits of small and medium sized companies in a variety of industries including trading, manufacturing, civil & building contractor in accordance with statutory requirements and approved auditing standards.
* Evaluate the effectiveness of clients’ internal control system and make recommendation for improvements on weaknesses identified.
* Assist clients in preparing tax computations on corporate tax matters.

**Accounts executive** May 1997 – Jun 1998

**Torie Group (construction & developer)**

* Introduction to office work.
* Full set of accounts.
* Preparing of GST Return, financial and management reports.
* Monitoring of daily cash flow, A/R and A/P.
* Preparing of schedules required for audit and tax computation.

**Education**

University Of Otago (New Zealand) Bachelor of Commerce Major in finance 1994 – 1996

Taylor’s College (Malaysia) Ontario Canada School Diploma 1993 – 1993

Chung Hwa High School (Malaysia) 1987 – 1992