**Charles Tay Liang Heng, TEP, FCCA, CA Singapore, ATP (Income Tax)**

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| **OBJECTIVE** | |
| A challenging and rewarding position with my experience in wealth planning, trust accounting, administration and client relationship management. | |
| **EXPERIENCE** | |
| **Nomura Trust Company (Singapore) Ltd**  **Wealth Planner** | **Nov 2015 - Present** |
| As a wealth planner based in Singapore, I am responsible for assisting wealth management banking clients to structure trusts as part of their wealth planning and estate planning solutions. In addition, I am also responsible to develop the universal life insurance business in Nomura including reviewing the due diligence for brokers, insurance companies and their products, and working with the bank to organise client events.  In my role as wealth planner working with the wealth management team in Singapore, I cover the southeast asia markets, and north asia market of China. | |
| **DBS Bank Ltd – DBS Private Bank**  **Business Management Support** | **Aug 2015 – Nov 2015** |
| My scope of work includes control reviews for the Private Bank and Treasures Private Client. In addition, I am also responsible to review the trust setup documentations, coordinating the documentation workflows between the wealth planning team in Hong Kong, the bank and the Trustee team in Singapore. | |
| **DBS Bank Ltd – DBS Bank (Hong Kong) Limited**  **Wealth Planner** | **Feb 2015 – Jul 2015** |
| As a wealth planner based in Hong Kong, I am responsible for assisting private banking clients to structure trusts as part of their wealth planning and estate planning solutions. In addition, I am also responsible to develop the universal life insurance business in DBS Private Bank – Hong Kong including structuring universal life insurance as part of the wealth planning solutions.  My expanded scope of work involved setting up the wealth-planning platform connecting with the trustee team in Singapore.  I was recognized by the Regional Wealth Planning for contributing to the setup of the new team in Hong Kong and was offered a role back into DBS Singapore. | |
| **DBS Bank Ltd – DBS Trustee Limited**  **Trust Manager** | **Dec 2009 – Jan 2015** |
| I was with DBS Trustee Limited as a private trust manager handling a portfolio of trusts and private investment companies. My team portfolio includes clients from Singapore, Malaysia, India, UK, US, Middle East, and Europe.  The trust administration duties includes the day-to-day administration of trusts and companies; maintenance & filing of fiduciary documents, corporate documents and databases; processing transactions and billings; distributions to beneficiaries; investment reviews; liaising with external parties such as private bankers on clients’ requests such as establishing of banking accounts, trades executions, liaising with insurance brokers on the acceptance/assignment of insurance policies held in trust structures, reviewing of trust financial accounts and other general administrative duties.  In addition to the liaison with external accountants on the delivery and review of trust financial accounts, I am also responsible for reviewing and improvising the trust financial accounting reporting formats and work flows. I am also responsible for coordinating the annual reporting of trust assets to MAS (i.e. MAS Form 6, ATC Returns and MAS Form 5).  The wider scope of clientele in my portfolio provided me with the opportunity to gain more learning experience and deeper understanding of the trust and tax issues that will affect clients from these jurisdictions. Further, the additional responsibilities in handling trust accounting and regulatory reporting are also beneficial to my learning experience.  One notable achievement in my position as Trust manger was to be selected by the management to participate in a business strategic project - disposal of a Trust subsidiary in Hong Kong. In this project, I had to manage the trust administration team and to provide training to the employees of the seller whom were seconded to the bank to learn on the job. The scope of this exposure not only widened my overseas experience and also contributed to my leadership experience.  I was recognized by the Private Bank management for the valuable contribution towards the completion of this project. | |
| **OCBC Trustee Limited**  **Assistant Manager** | **Aug 2008 – Dec 2009** |
| I was with OCBC Trustee as an assistant manager handling the trust administration and client relationship management. My expanded job scope involves assisting with the marketing of trusts and corporate services to private banking clients.  The trust administration duties includes the day-to-day administration of trusts and companies; maintenance & filing of fiduciary documents, corporate documents and databases; processing transactions and billings; distributions to beneficiaries; liaising with clients’ private bankers on their requests such as opening of accounts, trades executions, and investments reviews and other general administrative duties and functions.  The client relationship management duties include liaising with clients on the maintenance of their trusts and company structures, advising on corporate secretarial services, estates and wills.  This role had provided me with an opportunity to develop soft skills through clients-interaction exposure in addition to the administration of trusts and companies. | |
| HSBC Trustee Singapore Ltd  **Senior Officer** | **Mar 2007 – Aug 2008** |
| I was with HSBC Trustee as a senior trust administrator.  My job scope includes assisting the trust relationship manager in; day-to-day administration of trusts and companies; maintenance & filing of fiduciary documents, corporate documents and databases; processing transactions and billings such as payments on the request by clients and distributions to beneficiaries; liaising with clients' private bankers on their requests such as execution of trades and other investment related issues; liaising with auditors and tax agents on filing of trust companies' related matters; and general administrative duties and functions.  While handling the administration of trusts, I have developed good working relationships with internal and external clients. | |
| Merrill Lynch International Bank  **Associate Trust Officer** | **Sept 2004 – Mar 2007** |
| I was with Merrill Lynch as a trust accountant handling a portfolio of over five hundred trust accounts.  My job scope includes, updating of accounting transactions, handling queries by foreign auditors, financial advisers and trust administrators, preparation of year-end financial statements for trust accounts, year-end accounts submission to auditors, accounts verification, preparation of distributions to beneficiaries and other ad-hoc duties.  One of the notable achievements at Merrill was a database on the insurance policies held under the trust structures of which I helped to develop and maintain. This database provided necessary information for the updating of accounting entries. | |
| **KPMG**  **Audit Assistant** | **Sept 2003 – Sept 2004** |
| I was with the firm as an audit assistant in the assurance department.  My main responsibilities involve conducting auditing checks on clients' accounts and liaising with clients on auditing issues, reviewing client stock-taking exercises and Goods & Services Tax submissions.  My areas of exposure include Multinational Companies in the manufacturing, telecommunication, utilities and electronics industries.  Though the short time span with KPMG, I have gained invaluable knowledge from the different industries that I was assigned to. Notably, it is the exposure to the processes of the different businesses that adds value to the knowledge gained while on the job. | |

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| **EDUCATION** | |
| **University of Nottingham**  MBA  **Association of Chartered Certified Accountant (ACCA)** | **2010**  **2007** |
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| Oxford Brookes University – UK  Bachelor of Science (Hons) in Applied Accounting | **2005** |
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| **Temasek Polytechnic**  Diploma in Accounting & Finance | **2003** |
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| **OTHER QUALIFICATIONS** | |
| * Certificate in Personal General Insurance * Certificate in Health Insurance * Module 5: Rules & Regulations for Financial Advisory Services * Module 9: Life Insurance and Investment Linked Policies * STEP Foundation Certificate in International Trust Management * STEP Diploma in International Trust Management * Chartered Accountant of Singapore * Wealth Management Institute – Certificate in Trust Services * Wealth Management Institute – Advanced Certificate in Trust Services * Accredited Tax Practitioner (Income Tax) * Associate Financial Planner | |
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