# Remote07844_DI_crop.jpgResume

Name: **Tay Eugene**

Address: Blk 39 Bedok South Road

#12-707 S460039

Contact Number: 9688 6441 (H/P)

Age: 34

Sex: Male

Marital Status: Married

Race: Chinese

Nationality: Singaporean

Date of Birth: 27 December 1979

Email: tay.eugene79@gmail.com

Availability Date: 1 month notice

## Job Objective

I believe I am a meticulous individual combining strong analytical and inter-personal skills with proven experience in back and middle office operations. Therefore I am interested to join

your organization and sincerely hope to be part of the big family. I believe that I can apply both my IT and business knowledge that I have acquired both from polytechnic and workplace in your organization. I have the confidence that I can work well with my colleagues and willingly to learn from them in the new environment.

# Academic Qualifications

2002-2004 Bachelor of Business (Economics & Finance) with distinction from **Royal Melbourne Institute of Technology (RMIT) University**

* 1. Diploma in Banking & Finance Services (Specialized in Finance) from

**Singapore Polytechnic**

1992-1996 GCE ‘O’ Levels from **Changkat Changi Secondary School**

1986-1991 PSLE from **Bedok South Primary School**

# Working Experience

**DB International Trust (Singapore) Limited – Senior Trust Officer / team Leader (Oct’14 - current)**

* Managing and supervising a small team
* Maintaining trust records, preparing trustee documentation and complying with various (local & overseas) legislative requirements and Group standards
* Work closely with Wealth Planners/bankers/lawyers for restructuring of new / existing trust structure
* To identify new key clients together with Wealth Planner
* Relationship Management
* New revenue source for the trust company

**SG Trust (Asia) Limited *–* Trust Relationship Manager (Asia region) (Jun’12 - Oct’14)**

* Maintaining trust records, preparing trustee documentation and complying with various (local & overseas) legislative requirements and Group standards
* Dealing with enquiries (from both within and outside of the firm) regarding operational and basic technical aspects of trust and corporate structures
* Handle administrative functions such as journal entry, entry of trust information into the systems, trust documentation filing
* Understand the duties and liabilities of a Trustees as well as the responsibilities of directorships of the underlying company
* Review the acceptance of all documents relating to the set up of a trust.
* Work closely with WP/bankers/lawyers for restructuring of new / existing trust structure
* Presentation of existing trust structure

**UBS** **Trustee (Singapore) Limited – Trust Administrator / Deputy Team Leader (SwitzerlandandLatin American region) (Aug’08 - Jun’12)**

* Understand the duties and liabilities of a Trustees as well as the responsibilities of directorships of the underlying company
* Review the acceptance of all documents relating to the set up of a trust.
* Undertake day to day administration of the trust
* Preparation of SNRC’s AGM
* Preparation of trustee minutes and company minutes
* Annual Review
* Key contact person for coordination of ad-hoc projects
* Client meeting
* Streamline the current administration process

**HSBC Trustee (Singapore) Limited – Senior Officer Trust Administrator(May’06 - Aug’08)**

* Involves processing for clients’ orders and deal with clients’ queries.
* Liase with clients internally and externally.
* Ensure efficient, accurate and timely delivery within function area.
* Handle daily ad hoc situations / activities.
* Supports administrative and paper work related to Trust process.
* Handle queries from IRAS and auditors
* Preparation of Trustees’ Minutes/Resolution
* Tax filing for Charities / Trust
* Account Opening / Closing internally & externally
* Preparation of Trustee Minutes & Resolutions
* Preparation of request or instruction letter

***OCBC Bank – Bank Officer,Card Applications Processing* (Aug’05 – May’06)**

* Involves interpretation, data entry, income computation and credit analysis
* Perform credit review, card processing and credit approval.
* Assess the individual credit worthiness to by obtaining information from Questline and Credit Bureau Reports
* Anti money laundering (AML) checks on foreign applicants
* Liaise with customer acquisition team and customer service officers to ensure timely delivery on applications for customers
* Participate in process improvement issues and weekly review to increase individual productivity
* This has enabled me to be meticulous, analytical and experienced with the fast paced banking environment

***DBS Bank – Executive, Private Banking (1 year contract)* Jul’04 – Jul’05**

* Process loans and revisions on high networth individual($1 million & more)
* Extract prices from Bloomberg so as to support client’s investment product
* Supporting role to the Marketing team by servicing Private Banking Clients’ needs
* Provides me with some interface of bank’s treasury products
* Sending Swift Messages
* Updating of Bond Ratings
* Linkage of New Overseas FDs for client portfolio
* Liaison between Lawyers & Valuers for activation of Housing Loan for PB clients
* New and rollover loans of Private Banking clients
* Revised new loan Limits for clients
* Opening & Closing of Clients’ Leverage Currency Account contract
* This has enabled me to be meticulous and experienced in a fast paced environment

**Achievements**

* Trust Estate Practitioner (TEP)
* Awarded with Execellent Service in the army by Supervisor In Charge, MAJ Wong Chong Cheong (DY Chairman of Logistics & Finance Committee)
* Awarded Student Bursary
* Finalist in SP Financial Games 1999
* Participated the SIMEX Challenge III (1998)
* National Police Cadet Corps- Changkat Changi Secondary School
* Librarian Leader- Changkat Changi Secondary School