**Ho Pei Shan June**

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**PERSONAL INFORMATION**

Date of birth: 7 June 1984

Nationality: Singaporean

**EDUCATION**

**National University of Singapore (NUS), Singapore**

Faculty of Arts and Social Sciences

*Bachelor of Arts with Merit (Economics and Sociology)*

**Chartered Alternative Investment Analyst (CAIA)**

**WORK EXPERIENCE**

**BlackRock**

**Aladdin Portfolio Services Group (APSG)**

**Analyst (Index Production) April 2011 – April 2014**

**Promoted to Associate Jan 2014**

**Associate (Green Package Analytics & Support) April 2014 - date**

* Ensure that all information required for the investment management process including positions, security data, pricing, risk, cash, net asset value (NAV), are accurate for the indexes.
* Managed and maintained indexes for portfolios to ensure the quality of the data provided.
* Completed several projects to streamline and enhance the process using JIRAs.
* Coordinate with global teams to ensure that projects are completed and to promote communications across regions.
* Initiate and completed global Index cleanup project that reduces inefficiencies in system
* Mentor and coach team members
* Build relationship with all business stakeholders in the firm
* Produce and quality control the risk report for external clients portfolios on Aladdin Platform
* Support client queries on analytics questions on their financial products (bonds, equities, alternatives)
* In charge of allocation of client request to multi region and responsible of maintaining query platform
* Understand client requirement and work with the internal team to provide relevant analysis
* Onboarded TRS product onto client platform

**Markit Pte Ltd**

**Equity Analyst (Dividend and Index Production) Oct 2009 – Mar 2011**

* Research and calculate Bespoke Index composition (Morgan Stanley, ETF Source) to make relevant corporate action adjustments.
* Respond to client queries and provide detail analysis and feedback to their questions
* Daily update, validate and research on Global public indices and exchange traded funds (MSCI, S&P, Db x-trackers, FTSE etc)
* Perform financial analysis on company fundamentals to provide news and commentary on Asia Pacific equities and dividend forecasts.
* Liaise and build relationship with company investor relations to establish the dividend policy and dividend payment schedule.
* Assist in the provision of dividend related news and commentary on Asia Pacific equities.
* Monitor news flow to assess the impact of market events on companies and their dividend.

**Credit Suisse**

**Operation Analyst (Corporate Action/Prime brokerage business) Oct 2007–Sep 2009**

* Managed mandatory and voluntary event relating to equity and fixed income products, for the UK, European, Asia and Emerging Markets.
* Followed through event life cycle, including the notification, reconciliation, response tracking, posting entries to books & records, book and dept reconciliation, claims processing and risk management.
* Focused on prime brokerage business issues and resolved corporate action related trade and settlement issues
* Monitored internal and external enquiries raised and ensured timely and accurate response
* Developed strong attention to details in order to control and minimize potential exposure items

**NCS Pte Ltd**

**Finance Executive (Credit Control) Oct 2006 –Sep 2007**

* Monitored on account receivables balances and resolve payment issue
* Credit release and review credit limits for customers
* Prepared monthly credit report for management
* Financial statement analysis and background research and review on newly set up accounts (International)

**COURSES ATTENDED**

* Financial Industry Competency Standards Program (Market Risk Management 2009)
* Credit Suisse in-house training program on financial products
* Intermediate Credit Analysis Workshop (2008)

**SKILLS**

**Computer** Proficient in MS Word, MS Excel, MS PowerPoint,

SPSS program, SQL ,Unix ,Putty

**Language** Excellent command of spoken and written English and Mandarin

**Other Skills** Exceptional interpersonal and networking skills;

creative, with the aptitude to synergize ideas;

strong ability to analyse and think critically

**Personal**

**Interest** Travelling , practicing yoga , jogging

**Volunteer** Blackrock Gives Committee , coordinate and organised charity events

Toastmaster club member