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| PersonalInform |  | Name : NatalieSex: F Residence: Hong Kong Permanent Resident  Place of Residence: Hong Kong  Email: nataliekwong@qq.com ￼Skype: lykwong5-c@my.cityu.edu.hk Phone : +(852) 264-299-37 |
| Education |  | |  |  | | --- | --- | | Degree attained | Bachelor's Degree | | University or Institution | City University of Hong Kong | | Qualifications | Law | | Start Date | Jan-2013 | | Graduation Date | Apr-2017 | | Status | Complete |  |  |  | | --- | --- | | Degree attained | Associate's Degree / Diploma | | University or Institution | Hong Kong Institute of Education | | Qualifications | Accounting and Economics | | Start Date | Jan-2008 | | Graduation Date | Sep-2012 | | Status | Complete |  |  |  | | --- | --- | | Degree attained | Associate's Degree / Diploma | | University or Institution | Hong Kong Institute of Education | | Qualifications | Economics and Finance | | Start Date Graduation Date | Jan-2008  Sep-2012 | | Status | Complete |   **Language** Cantonese (Fluent)  (written & spoken) English (Fluent)  Mandarin (Fluent)  French (Basic)  Spanish (Basic)    **Employment History**   |  |  |  |  | | --- | --- | --- | --- | | Employer | MIU Assets Group (Hong Kong) Limited | | | | Last Position | Intern | | | | Job Function | Legal/Administration/Marketing | | | |  |  | | | |  |  | | | |  | **Position Purpose**    Ensure that static and market data are accurate  **Key Responsibilities**   * Create and manage the static data of Global Market instruments stored. * Main drivers are client service quality, independent control, operational risk safety and cost efficiency. * **Monitor Static Data**    + Creation, update and management of all instruments and static data in booking & Market Data systems for the Pan-Asian markets covered by Tokyo, Hong Kong & Korea platforms   + Books, Portfolios and Counterparties creation and maintenance   + Creation, update and management of bonds, CDs, Papers in internal systems * **Risk and Process Control**    + Minimizing operational failure, including the risk of fraud and implementing sufficient regular controls   + Ensuring appropriate escalation to management and/or Compliance as soon as an issue is identified   + Direct contribution to BNPP operational permanent control framework   + Contribute to the implementation of operational permanent control policies and procedures in day-to-day business activities, such as Control Plan   + Comply with regulatory requirements and internal guidelines   + Contribute to the reporting of all incidents according to the Incident Management System * **Projects and Process & control efficiency**     + Participate to local and global projects related to process improvements and / or systems migrations   + Support traders for all issues related to the Referential and CAI areas and if not provide timely responses to internal clients * Apply escalation and reporting process to Ops and FO. | | | | Employer | | | Concord Secretarial Services Limited | | Last Position Title | | | Intern | | Job Function | | | Compliance/Audit/ Tax / Accounting/ Company Secretary | |  | | |  | |  | | |  | |  | | | **Position Purpose**   * Provide a daily PNL to each desk and to the Bank’s management. * Ensure that PNL is fair and complies with the Equity Derivatives Business line methodology. * Ensure that the PNL is calculated from the reference positions and that these positions are real and checked. * Effect controls on key elements of the PNL * Document all exceptional PNL moves for Management.   **Key Responsibilities**   * Produce accurate daily analysis of P&Ls to Trading desks and bank's management. * Responsible for current controls on key elements (positions, market data, adjustments, reserves) and liaise with internal departments in case of issues. * Perform Front Office / Middle office (FO / MO) reconciliations between Trading P&L estimations at T and Official MO P&L at T+ 1 and both explain and investigate P&L breaks to FO if any. * Adjust the P&L if necessary to secure correct P&L reporting and document each adjustments Monitor daily Funding and fees. * Interact daily with traders to explain the results of their P&Ls and seek their daily sign-off. * Report, Comment and Validate the P&Ls into the Official Reporting tool * Monitor and reconcile monthly Market Risk and Valuation reserves during End of Month process. * Active follow up on updating documentation. * Organize a monthly meeting with trading to go through all P&L issues during the last month. * Escalate issues to management * Confirm PV to collateral management. * Participate to global projects related to MO or P&L processes improvements. * Participate to local projects related to systems migrations. * Participate to the improvement of the productivity within the team by proposing initiatives |  |  |  | | --- | --- | | Employer | Y.T. Chan & Co., Solicitors | | Last Position Title | Intern | | Job Function | Legal/ Compliance/ Company Secretariat/Administration | |  |  | |  |  | | **Key Achievement** | **Key responsibilities**   * prepare and review listing application documents (e.g. prospectus, A1 or 5A pack) * assisting in answering queries from the HKEx and the Securities and Futures Commission * prepare and review the re-organisation, closing and other relevant submission documents and preparing due diligence and verification notes- distribution of transaction documents and collating know-how information * handle general compliance and company secretarial works, including preparing announcements, circulars and minutes of meetings, reviewing annual reports, interim/quarterly reports and preparing other relevant submission documents | |
|  |  | **Competencies**   * Analytical mindset: Aptitude to understand financial pricing (products calculations & pricing impacts) * Organized & good resistance to stress: adaptable to a much fast paced dynamic environment with several tasks to be performed at once * Excellent time management, proper prioritization and good positive resistance to stress * Attention to detail: Ability to notice any abnormal processes, new terms or prices for instance when creating, updating various products * Innovation and initiatives (Think “outside the box”): Demonstrate willingness to constantly improve the status quo. Understand well the processes in place and evaluate alternative options to do things better with a cost - benefits / ROI approach * Self-discipline & autonomy: Have a constant “delivery on time” mindset, both on the daily production side (SLA on creations per instruments) and on the projects handled. Ability to work on its own with little supervision * Adaptability & Change Management: Ability to easily adapt to new situations (new booking systems, new products, new activities to manage…) conversant to a constant changing environment * Strong Client Focus: Capacity to work with various clients, especially FO. Sensitive about the rationale of clients' requests and proactive when replying to them. Work as partnership while consistently keeping an independent mindset * Escalation & Reporting process: Internal rules of reporting and escalation to Ops and FO. Report any sensitive information/issues and escalate immediately to their management to allow proper time resolution. * Affinity with legal matters, ability to learn and apply the rules of IP procedures, affinity with databases/IT systems. * Shows initiative, is proactive, accurate, organized and disciplined. * Proficient written and oral communication in English, Mandarin and Chinese(Traditional and Simplified) * Ability to work well in team, including the flexibility to take on tasks outside immediate remit when necessary * Ability to engage and motivate the team to get the best results. * Adaptable, flexible, comfortable working in a constantly evolving team which changes and adapts to business need. * Ability to priorities and to remain calm and make sound judgment under time pressure and resource constraint. * Comfortable to implement and manage change. * Highly customer focused, professional and approachable. * Strong interpersonal skills including the ability to maintain strong working relationships with demanding internal customers * Able to win the respect and confidence of others quickly * Keen attention to detail but also able to see the whole picture * Positive attitude and team player mentality * Proficiency in Microsoft packages especially MS Outlook, Word, Excel and PowerPoint * Manage time well, prioritize effectively and handle multiple deadlines. * A self-starter who is able to work on projects with limited supervision * Solutions-oriented; able to utilize all resources to problem solve and be creative in achieving business goals * Highly organized and intellectually curious |