**Liu Changkai**

NRIC No: S8725733I

Date of Birth: 21 August 1987

Mobile No.: +65 9697 2045

Email Address: ckliu87@gmail.com

Address: Block 255 Kim Keat Avenue #09-140 Singapore 310255

**Education**

**Singapore Institute of Management, University of London Aug 08 – Aug 11**

* BSc Banking and Finance

**Serangoon Junior College Jan 04 – Dec 05**

* GCE 'A'- Level Certification

**Victoria School Jan 00 – Dec 03**

* GCE ‘O’- Level Certification

**Work Experience**

**Nomura Asset Management Singapore Limited Feb 15 – Present**

Assistant Manager – Performance Reporting and Fund Administration

Investment Performance Reporting

* Ensure timely delivery of performance measurement and attribution reports within stipulated cut off times
* Responsible for performance analysis and attribution across equities and fixed income
* Calculation of periodic returns and performance ratios for portfolio managers to perform quantitative analysis
* Analyse fund level performance return exceptions reporting outliers and general discrepancies
* Review account and benchmark total returns, absolute and relative attribution
* Weekly updates on benchmark weightings and performance, country/sector allocation, portfolio holdings performance and valuation
* Maintain effective communication on all enquiries from portfolio managers and client services on performance reporting and methodology
* Reconcile performance data back to source systems to ensure accurate reliable and consistent reporting

Fund Administration

* Responsible for all fund administration matters such as new account setup, trade settlement, corporate action and NAV reporting.
* Primary of contact between custodian and brokers for all trade settlement enquiries to ensure prompt resolution of all unmatched trade issues due to lack of funding or incorrect instructions for timely settlement
* Portfolio cash management duties which includes cash flow forecast, placing of FX orders, daily reconciliation of positions, posting of cash entries
* Assist fund compliance on the investigation on any potential breaches of guideline
* Working closely together with trading desk to ensure accurate booking of equity and fixed income trades.
* Performs daily trade matching via Omgeo CTM or manual confirmation and processing of swift instructions to various custodians for settlement
* Ensure prompt notification of voluntary corporate actions to fund managers for their election
* Derivatives trades processing which includes monitoring of all margin positions and computation of P&L arising from closure of positions
* Performs monthly reconciliation & checks on NAV reports between internal records & valuation agents and account for all discrepancies.

**Citibank, N.A Singapore Aug 13 – Dec 14**

Securities Processing Analyst – Securities & Fund Services

* Provides service delivery to fund accountants in the generation of Net Asset Valuation reports
* Ensures that all valid corporate action events entitlements are processed accurately for fund valuation
* Identifies and investigates corporate actions using relevant market information
* Advises fund accountants on corporate actions & pricing related enquiry
* Provides pricing recommendation for unlisted securities using appropriate methodology
* Monitors and broadcasts daily corporate action events to fund accountants
* Performs securities reconciliation with custodian holdings
* Reviews securities price variance reports and ensure timely resolution of discrepancies
* Setting up of new equities & fixed income in fund accounting system
* Ensures securities such as equities and fixed income of various funds are accurately priced
* Involved in UAT & projects for implementing new workflow & data source for corporate actions processing

**DBS Bank Limited, Singapore Oct 12 – Aug 13**Bank Executive A – Risk Management Group, Credit Control Unit

* Converted to permanent staff from Contract (Senior) after 3 months due to good performance
* Liaised with Relationship Managers and Corporate Account Team on issues relating to Credit Reviews, Customer Due Diligence, etc.
* Assisted in record creation in systems to activate credit limits for various loan and trade facilities for corporate borrowers
* Maintained and updated static customer data, borrower’s credit facility and

collateral information in various systems

* Performed revaluation of limits and collateral due to fluctuations in exchange rates

**Qualifications & Skills**

* Microsoft Office applications, Bloomberg, Factset
* Experienced in various banking operations processes & workflow
* Good interpersonal and problem solving skills
* Capable of meeting tight Service Level Agreement/Deadlines