**How Qi Yea**

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Nationality: Singaporean

Gender: Male

Date of Birth: 05-April-1986

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**SUMMARY**

* More than 3 years of experience in end to end trade processing, in structured/OTC derivative products
* Product knowledge include Equity Option, Index Option, FX Option, Interest Rate Swap, Credit Default Swap, Total Return Swap, Equity/Index Linked Swap, Dual currency investment and Structured FX forward
* Extensive knowledge in trade processing for multiple asset classes
* Sound knowledge in middle and back office banking operation

**WORK EXPERIENCES**

**Mar 14 – Current:**

**Operations** **Analyst**

**Avaloq Sourcing Asia Pacific (Deutsche Bank PWM)**

* Part of the PWM OTC derivative operations team; Supporting Deutsche Bank wealth management business
* Daily processing of Structured/OTC derivative products; Products include Equity Option, Index Option, FX Option, Interest Rate Swap, Credit Default Swap, Total Return Swap, Equity/Index Linked Swap, Dual currency investment and Structured FX forward
* Process new trades; Monitor for new trade and ensure trades are booked by front office; Ensure trades are verified by T+1 in Avaloq system for regulatory reporting purpose
* Reconciliation in trade economic details between counterparty and client term sheet; Escalate and follow up with dealer/counterparty on any mismatch
* Pre-settlement confirmation with counterparty on upfront fee/premium; Process settlement
* Affirm trade with counterparty via paper confirmations, MW or DTCC; Monitor for counterparty confirmations and ensure confirmations are reviewed, signed and returned promptly; Escalate on any mismatch in economic details
* Draft client confirmations
* Monitor for life cycle events; Corporate Action, early termination/unwind, Knock out, fixings, periodic settlements, expiry; Follow up with counterparty on events
* Process swap settlement; Calculation of swap settlements; Pre-settlement confirmation with counterparty on settlement amounts; Follow up and resolve any mismatch
* Process fixing for Structured FX Forward; Calculate fixing result with FX rate(JPNU/TKFE etc) on fixing date. Follow up with counterparty on fixing results and reconcile results; Follow up and resolve any mismatch; Verify FX Spot in Avaloq
* Process options expiry(Equity/FX); Determine if options exercise ITM or expired OTM with market closing price; Follow up with counterparty to confirm result; Follow up and resolve any mismatch; Verify settlements in Avaloq
* Process expiry/exercise of dual currency investment; Determine if trade exercise/expired with FX rate(TKFE/JPNU etc) on fixing date. Follow up with counterparty on fixing result and reconcile result; Follow up and resolve any mismatch. Liaise with FO to exercise trade. Verify exercise/expiry in Avaloq
* Ensure physical settlements are process timely; Funding to Nostro accounts; Construct MT54 series to instruct custodian for physical settlement; Monitor and investigate any failed settlement
* Ensure cash settlements are process timely; Funding to Nostro accounts; Construct MT202 to instruct custodian for cash settlement; Monitor for incoming fund, investigate for non-receipt of fund
* Investigate breaks in Nostro and Wash accounts
* Involve in user acceptance testing for Avaloq system for multiple OTC derivative products
* End of day check; Ensure all trades in queue are verified by EOD, and investigate any trades not verified

**Achievement**: Improve process by developing a new work flow, using excel macro and Vlookup to reconcile high volume fixing result, to reduce processing time, risk and error

**Nov 13 – Mar 14:**

**Executive**

**Infocomm Development Authority (1 yr Contract)**

* Part of the Finance and Procurement team
* Assist in the general ledger function
* Collate and track audit schedules submitted by other functions
* Create, amend and delete account code, cost centre upon request
* Create Internal order and settlement rule in SAP upon request
* Monthly bank reconciliation
* User acceptance testing for any system enhancement

**Nov 08 – Jun 13:**

**Accounts Officer**

**Accountant-General’s Department (MOF)**

* System owner to the Fixed Asset and General Ledger modules of the Government Financial System
* Suggest and implement fixes and enhancement to the Government Financial System
* Involve in liaising with new agencies, to gather information for the system set up and testing of the new agency in the system
* In charge of the Fixed Asset and General Ledger module of the helpdesk; provides system, policy and accounting entries related advice to the users of the Financial System
* Troubleshoot any system related issues encountered by users
* In charge of performing monthly bank reconciliation for our DBS, UOB and OCBC bank accounts shared by all Government agencies
* Short term period in assisting the Treasury department in cash management operation; requesting for Fixed Deposit interest rates from different banks, comparing and placing of Fixed Deposits
* Computing and verifying of the monthly bank interest earned and posting entries to record interest
* Compile and submission of monthly GST F5 to IRAS

**July 06 - July 08**

**National Service Full-Time**

**GPMG Commander**

* ORD from National Service in July 2008
* Served National Service with 6 SIR with the appointment of 3rd Sergeant
* Responsible for the daily operation and routine of the platoon
* Responsible for ensuring that section is equipped with the necessary equipments during operational deployment, and ensure duties are carried out dutifully

**EDUCATION**

**Sept 11 – Nov 13:**

**Bachelor of Commerce in Accounting**

**Murdoch University**

* Completed a part-time degree Bachelor of Commerce in Accounting
* Modules taken include Company Law, Treasury Management, Corporate Finance, Contemporary Financial Accounting, Auditing, Management Accounting and Taxation

**Jul 03 – Mar 06:**

**Diploma in Information Technology**

**Nanyang Polytechnic**

* Graduated from Nanyang Polytechnic in year 2006 with a Diploma in Information Technology
* Trained in programming languages such as Java, ASP.NET, HTML and C++
* Involved in a project to develop a RFID device for maintaining inventory for Final Year Project
* Internship at NCS Pte Ltd for final year Industrial Placement Programme

**COMPUTER / SYSTEM SKILLS**

* Microsoft Word
* Excel (MACRO, VLOOKUP, PIVOT TABLE)
* Outlook
* PowerPoint
* Reuters
* Bloomberg
* Autobahn
* Kondor plus
* RMS
* Avaloq

**TECHNICAL SKILLS**

* Structured product / OTC derivative product
* Trade processing
* Funding
* Settlement
* SWIFT messages
* ISDA
* Bank reconciliation

**LANGUAGES**

* **Written:** English, Chinese
* **Spoken:** English, Mandarin