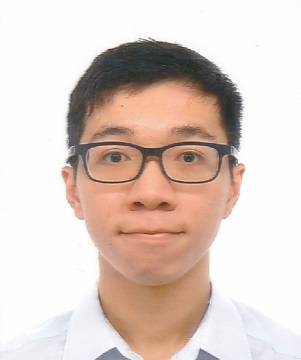
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**XiangLong Sng**Contact: 83882158 Email: [sngxianglong@gmail.com](mailto:sngxianglong@gmail.com)  
University of London | Bsc Business

About Me  
Dedicated and detailed team player offering a diverse background in HR, banking operations, project management, and reporting and customer service.

A graduate in Business with 2nd Class Upper Honours and a great passion to take on new tasks and develop as an individual while providing value to the company. Proficient at intermediate level in Microsoft Office (Excel, Word & PowerPoint), SAP system and internet.

Willing to learn and go beyond what is prescribed in the job roles to learn. Quick learner and comfortable operating in dynamic environment and meeting deadlines. Eager to challenge myself in a fast pace environment to further enhance my experience and capabilities in order to become a top-notch managerial executive in the near future.

Work Experience

**Bank Of Tokyo Mitsubishi, MUFG UFJ**   
**Job Title:** Operations Officer (Treasury Operations Department) (March 2016-Present)

* Support Sales and Traders on issues pertaining to all FX trades booked daily
* Interact with Front, Middle, Technology or other Operations team on daily BAU issues and initiatives
* Inputting & ensure all FX deals are booked successfully daily
* Rates inputting and checking on daily basis
* Perform daily investigations on any trade position breaks or un-reconciled trades between front and back office systems
* Monitor & report on customers' trade limits on daily basis
* Monthly trade statement generation for corporate clients
* Participate in new initiatives and testing.
* Ensuring audit and risk control measures for 'Business As Usual' procedures and processes are adhered to.
* Report any key risk on 'Business As Usual' processes.

**DBS Bank Limited**  
**Job Title:** Report Analyst (T&O- Investment & Trading Tech Department) (August 2015 – Feb 2016)

* Involved in 3 project concurrently with main focus on project to migrate from SGX’s CAS system to new in-house equities system
* Assist Business Analysts with reports modules involving post settlement, corporate actions & client communications, involving more than 400 reports
* Liaising with users to gather requirements and made recommendations to meet their business requirements after system transition
* Involved in Project CAPEX/OPEX monitoring, reconciliation, forecasting and management
* Involved in automating various excel files for daily transaction monitoring & exception flagging which increased efficiency in transaction matching
* Participated in SIT/UAT

**Robert Bosch**   
**Job Title:** Sales Admin Assistant (Power Tools Department) (October 2013- March 2015)

* Sales, Back order processing and data management in SAP system
* Consolidation & preparation of daily, weekly & monthly sales report/presentations
* Improved business processes through analysis of KPI and trend identification resulting in department savings and more efficient work processes
* Cultivated positive long term relationship with more than 20 key clients & 3PL, maintaining communication and solving delivery & fulfilment concerns.
* Assist in marketing/sales incentives activities

**Arvato Digital Services**  
**Job Title:** HR Intern (Sep 2010- Dec 2010) & HR Assistant (March 2011- Sep 2011)

* Preparing and generating HR reports
* Scheduling Training Courses and increased post- training follow up sessions which improved training evaluation rates/accuracy
* Managing Employee P-Files
* Job postings on online job portals
* Assist in recruitment fairs

**Other work experience:** Mandarin Oriental Hotel (Waiter, Dec 2007- Sep 2010)  
 Kelly Services (Attachment, Student Consultant, Apr 2010- Jul 2010)

Education

**University of London- SIMGE (Sep 2013- Aug 2015)**   
Bsc Business, 2nd Upper Honours

* Financial Reporting
* Principles of Accounting
* Auditing & Assurance
* Principles of Marketing
* Elements of Social & Applied Psychology
* Human Resource Mgmt
* Mgmt Science Methods
* Mgmt & Innovation of E Business

**Temasek Polytechnic (Apr 2008- Mar 2011)**   
Diploma in Business (HR & Finance), GPA 3.50  
(A number of subjects with Distinction or ‘A’ Grade are identified below)

* Micro/Macroeconomics
* Human Resource Mgmt
* Financial Analysis
* Fundamentals of Investment
* Recruitment & HR Admin
* Human Resource Mgmt
* International Business
* Managerial & Business Accounting

**Yishun Town Secondary School (Jan 2004- Dec 2007)**   
GCE O’ LVL, L1R5:11

National Service

**Corporal, Military Police, SAF Detention Barracks (Sep 2011-Sep 2013)**   
Detention Processing Officer

Languages and Dialects

English ●●●●○

Mandarin ●●●●●

Hokkien ●●●○○

Miscellaneous/Other Information

* Willing to travel on short notice and take on overseas position
* Able to work overtime, weekends and public holidays

**Notice Period:** 1 Month

**Date of Birth:** 26 Nov 1991

**Current/Expected Salary:** ~$3200/$3800