**Peh Cai Yun** +65 85889437

[pehcaiyun@gmail.com](mailto:pehcaiyun@gmail.com)

**EDUCATION**

Aug 2008 – Feb 2011 Bachelor of Arts (Economics), National University of Singapore, Singapore

Apr 2013 – Apr 2014 Diploma in Anti-Money Laundering, International Compliance Training Academy

**SUMMARY**

Experienced in operations within financial institutions, operation compliance, performance, reconciliation, trade execution and trade support. Covered global markets as a middle office & operations executive. Meticulous and motivated individual with a passion for innovation.

**CORE COMPETENCY**

* Trade Support / Execution / Matching / Settlement
* Reconciliation
* Performance / Cash Forecast
* Operation Compliance

**WORK EXPERIENCE**

**Jun 2017 – Present Eastspring Investment (Singapore) Limited**

**Senior Executive – Operations**

Responsible for trade execution, checking and reviewing of trades, cash and position reconciliation

* Responsible for trade matching and execution, checking of execution details, and send instruction for settlement / payment to the custody within the cut-off time, and to deliver the services in accordance with the agreed Service Level Agreements (“SLA”), best practices and in compliance with the relevant regulatory requirements
* Performed cash and position reconciliations against custody or client records and followed up with all discrepancies
* Responsible for timely and accurate updates of cash positions for front office funding purposes, checking of corporate actions
* Any other tasks assigned

Reason for Leaving: Department is going to be outsourced

**Nov 2015 – Apr 2017 National University of Singapore, Investment Department**

**Administration Officer**

Responsible for producing performance report, checking and reviewing of hedging and trades, collating data, monitoring data for various reports and other duties

Dealt with: Hedge funds / Public Equity / Real Estate / Commodities

* Performed fund performance report on a weekly basis. Reviewed performance numbers of the various portfolios done by service providers and ensured the accuracy of the reports. This would involve doing reconciliation of numbers with various parties
* Monitored portfolio, policy compliance parameters, portfolio cash flows and provide cash projections.
* Checked, reviewed and reconciled all trades done by the Investment department and produced performance reports for different NUS entities
* Monitored and updated credit default swap data for the investment office, checking of credit limits for our various counterparties and monitored cash limit of the department
* Managing of Non-disclosure agreements/contracts signed and ensured that the investment team adhere to the procedure in place
* Checked management fees billed by segregated account managers
* Assisted in projects undertaken by the team
* Any other tasks assigned

Reason for Leaving: Career progression - wanted to go back into finance industry and to seek greater challenges

**Apr 2015 – Oct 2015 Citibank, Singapore**

**Ops Support Analyst**

Responsible for reviewing of subscription/redemption/switch/transfer documents, followed up and performed compliance checks on clients’ documents

Dealt with: Hedge funds

* Reviewed subscription/redemption/switch/transfer documents and performed world checks on clients when they performed any transaction
* Followed up with clients on any missing documents and performed a voice log when necessary

Reason for Leaving: End of Contract

**Dec 2014 – Mar 2015 State Street Bank, Singapore**

**Client Service Representative**

Responsible for client service in State Street Bank

Dealt with: Public Equity

* Responsible for providing client service to intuitional clients within the custody arm

Reason for Leaving: Career progression - Wanted to get back to operation role

**Feb 2013 – Dec 2014 Wah-Hin & Company Pte Ltd, Singapore**

**Middle Office & Operations Executive**

Responsible for operations in relation to group’s investment activities, which includes hedging

Dealt with: Derivatives, futures, private and public equity, foreign currency, listed options, bonds, mutual funds, hedge funds

* Prepared documents for all investment’s submissions; monitored trading limit for counterparties and overall trading limit for all traders
* Monitored portfolio, policy compliance parameters, portfolio cash flows and provide cash projections. Performed cash and position reconciliations on a daily and weekly basis
* Prepared accounting opening forms and facilitated in account opening procedures for the company
* Monitored that trading activities are in compliant with company’s internal guidelines, and allocation policy
* Responsible for preparing and sending out P&L to traders on a daily basis; alert any discrepancies, and ensured that P&L are 95% accurate
* Responsible for trade support and static data maintenance in internal systems. Set up all new instruments in internal system and booked all trades accurately
* Responsible for group’s activities:
* Trade Matching and Settlements/ Capital Calls / Fund Transfers / checking and monitoring of corporate actions
* Read and extracted relevant figures from the Audited Financial Statement for various reporting
* Performed weekly valuation and updated NAVs into internal system
* Reported all trading details to all regulatory bodies (EMIR, etc) when required
* Assisted in projects undertaken by the team
* Any other tasks assigned

Achievements:

* Checked and maintained correct valuations of company’s trades in internal system (due to system limitation)
* Hit 100% department KPI every month

Reason for Leaving: Career progression - wanted to gain exposure in international set-up

**April 2011 – Feb 2013 IPP Financial Advisors Pte Ltd, Singapore**

**Investment Operations Executive**

Responsible for all matters related to Investment Operations; established and revamped internal procedure and systems

Dealt with: Mutual funds, hedge funds

* Responsible for checking all documents (which includes reviewing of KYC, AML documents, etc.) to ensure adherence to company’s guidelines and regulation before an investment submission
* Entered all trade details into company internal system and provided for audit / MAS reporting when necessary
* Main liaison between front office and compliance department. Update front office of new MAS regulations
* Maintained accuracy of data in internal systems and updated funds’ NAV on a weekly basis
* Facilitated the payment procedure from fund managers and investment platforms to ensure that commission and trailer fees are paid to the financial advisers
* Reported feedbacks from FARs and operational issues to Chief Executive Officer during monthly Management Meeting

Achievements:

* Rectified more than 300 clients account up to date on internal system due to the wrong or missing data given by investment platforms, and corrected more than 30 FARs on proper documentations and forms filling
* Received more than 10 compliments from colleagues expressed in writing within first year of work

Reason for Leaving: Career progression

**OTHER SKILLS**

**Computer Competencies** Bloomberg

**AVAILABILITY**

1 Month notice

**Last Drawn Salary**

$4,700