**KELVIN HO**

Lim Liak Street, Block 21, #02-14, Singapore 161021

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**Career Focus**

Global Investment Banking Summer Internship

**Areas of Expertise**

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* Proven leadership capabilities
* Energetic work attitude
* Active listening skills
* Dedicated and self motivated
* Sharp problem solver
* Strong client relations
* Exceptional communication skills

**Experience**

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**FWD Singapore**

*Finance Executive (3mths contract)* Oct 2016 to Dec 2016

* Ensure accurate and timely monthly, quarterly and year end closing
* Post transactions to journals, ledgers and other records as well as reconcile accounts payable transactions
* Batching and generating payment via OHM system
* Prepare and review monthly schedules and reconciliations
* Prepare invoices and month end journal vouchers for bank charges
* Execute accurate and timely financial reporting
* Reconcile intercompany transactions

**OCBC Bank** Jun 2015 to Jun 2016

*Personal Financial Consultant*

* + - Achieved top service branch and top 5 sales branch in network
    - Managed portfolios for high affluence clients
    - Grew revenue, increase AUM of clients’ portfolio and increase inflows of net new money (NNM)
    - Performed the required KYC screenings on customers before onboarding to ensure compliance with all AML laws, regulations and guidelines
    - Conducting eName checks using AML and Dow Jones Factiva
    - Effectively conducted AML/KYC formality reports on questionable accounts and transactions
    - Customize portfolio solutions or strategies for clients based on individual’s risk appetite as well as financial capability and goals
    - Researching information from various sources, including providers of financial products and competitors
    - Producing financial reports and market updates for clients
    - Periodically updating clients with news of new financial products or changes to legislation that may affect their savings and investments
    - Reviewing and responding to clients changing needs and financial circumstances

**Prudential Singapore**  Aug 2014 to Mar 2015

*Financial Consultant*

* Markets services by asking for referrals from current clients, meeting prospects at road shows as well as responding to inquiries
* Conducting in-depth reviews of clients' financial circumstances, current provision and future aims
* Analyzing information and preparing plans best suited to individual clients' requirements
* Promoting and sharing financial products catering to client’s needs to meet given or negotiated sales targets
* Contact clients periodically to determine if there have been changes in their financial status

**Recruit Express** Jul to Aug 2013

*HR Coordinator*

* Developing a good understanding of client companies, their industry, what they do and their work culture and environment
* Advertising vacancies appropriately by drafting and placing adverts in a wide range of media, e.g., newspapers, websites, magazines
* Using social media to advertise positions, attract candidates and build relationships with candidates and employers
* Headhunting - identifying and approaching suitable candidates who may already be in work
* Requesting references and checking the suitability of applicants before submitting their details to the client
* Preparing CVs and correspondence to forward to clients in respect of suitable applicants
* Organizing interviews for candidates as requested by the client

**Qiao Wei Investment & Development Company** Feb to Aug 2009

*Business Development Intern*

* Ngee Ann Polytechnic – Overseas Internship Programme (OIP)
* Researching organisations and individuals online (especially on social media) to identify new leads and potential new markets
* Researching the needs of other companies and learning who makes decisions about purchasing
* Developed commerce plans as well as translation of management documents from English to Chinese and vice versa
* Contacting potential clients via email or phone to establish rapport
* Planning and overseeing new marketing initiatives
* Attending conferences, meetings, and industry events

**Education**

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**Singapore Institute of Management (SIM)** 2012 to 2015

**University of London (UOL)**

* Attained Bachelor’s of Science in Banking & Finance
* Year 1 – Achieved First Class Honours in Module: Principles of Accounting
* Year 2 – Achieved Second Class (Upper) Honours in Module: Valuation and Securities Analysis
* Graduated with Second Class Honours

**Ngee Ann Polytechnic**  2007 to 2010

* Diploma in Business Infocomm Technology
* Attained Full Colour’s Award for Outstanding Sports Achievement in 2008,2009

**Queenstown Secondary School**  2003 to 2006

* GCE ‘O’ Level
* Achieved distinctions for Additional Mathematics & Mathematics

**Co-Curricular Activities**

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**Ngee Ann Polytechnic**  2008 to 2010

**Waterpolo**

*President*

* Achieved 1st place in POL-ITE competition 2008
* Led team to 1st place in 2009 and 2010 POL-ITE competition
* Ranked 2nd in NUS Open IVP Waterpolo Championship 2008–2010

**National Service**

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**Republic of Singapore Air Force** 2010 to 2012

*Lance Corporal, 130 SQN (Perth, Australia)*

* 15 months detachment in 130 SQN, RAAF Base Pearce
* Attained best grading for Annual Audit check of Squadron in 2011
* Required to update and check inventories regularly using Microsoft office software
* Tasked to maintain daily smooth operations of Squadron program

**Others**

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* Completed:
  + M5 - Rules And Regulations For Financial Advisory Services
  + M8 - Collective Investment Schemes
  + M8A - Collective Investment Schemes II
  + M9 - Life Insurance And Investment-Linked Policies
  + M9A - Life Insurance And Investment-Linked Policies II
  + HI – Health Insurance