**Gay Wei Jie** Blk 569 Pasir Ris St 51 #12-60 S510569 gayweijie@hotmail.com (65) 8606 6286

**Work Experience**  
**JP Morgan Oct 2016 - Present**

Transaction Processing Specialist- CIB Derivatives and Commodities Settlements

* Pre Settlement confirmation with client
* Raise queries in system when there are pre settlement discrepancies
* Ensure that Team’s Nostro breaks are kept at minimal in the PRPC work basket
* Matching of Statements and Ledgers in TLM
* Cancel ATR and force match ATR
* Posting of ledgers to sweep funds
* Daily reporting for Team’s outstanding Nostro breaks
* Investigate and resolve any outstanding breaks in Nostro accounts
* Daily Nostro MIS reporting

**Standard Chartered Bank Mar 2016 – Sep 2016**

Settlement Officer- Regional Custody

* Execute FX based on Standing Instructions/SWIFT messages
* Liaise with sub custodians to ensure timely executions of orders and affirmations of all trades
* Maintain clients’ file
* FX reporting for client
* Management of SWIFT messages
* Create FX instructions and payment instructions using SCSTAR SWIFT
* Ensure all FX trades and SWIFT messages are accounted for
* Posting of PSGL to debit, credit funds
* Sanction checks for securities using Bloomberg, Norkom and Clearstream

**Super Union Precision Engineering**

Quality Control Data Admin **Jan 2016 – Mar 2016**

Sales Coordinator /Accounts Assistant **Jun 2013 – Aug 2013**

**Apr 2012 – Jul 2012**

* Coordinate operation between Sales, Production and the Customer
* Create Purchase Order, Job Sheets, input data in Excel
* Ability to multi-tasks and to work independently
* Work with different departments to plan and consolidate the estimated date of delivery of products to customers
* Able to work under pressure and tight deadlines

**Education**  
**University of London- SIM University 2012-2015**

* BSc Economics and Management
* Second-class honors

**Tampines Junior College 2008-2009**

**Other information**

* Fluent in English and Mandarin (spoken and written).
* Competent in Excel, Word, PowerPoint

**Expected Salary and Availability**

* Expected salary: Negotiable
* Availability: 1 month notice