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**Toh Weiqi**

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**EDUCATION**

**Singapore Management University** July 14- Sep 14

* ACI-SMU Financial Markets (IBF Level 1)

**University of London**  Aug 10 – Aug 13

* Banking and Finance 2nd Class, Upper Division

**Singapore Polytechnic**  Jul 05 – Feb 08

* Awarded Diploma in Civil and Structural Engineering

**WORK EXPERIENCE**

**Bank of America Merrill Lynch, Singapore** Mar 16- PresentOperations Analyst (GFX settlements)

* FX settlements for BOA branches in Sydney and Singapore, previously handling Taipei and PRC.
* Handling all corporate clients and interbank FX trades facing BOA Singapore
* Trade matching, trade confirmations via email/phone/MT300/MISYS/GTSS
* New fund/client set up in GBS (Global Banking System), GTSS, SWIFT
* Improved process for trade confirmation for BOA Taipei facing Central Bank of Taiwan via automatic MT300 matching
* SWIFT testing for new funds/clients
* Preparation of clients’ accommodation requests to Managing Director for approval.
* Liaising with the desk for clarification on trade discrepancies, client chasing
* Liaising with counterparts/clients on settlement method, and preferred route on a daily basis.
* August 2016 - Awarded Global Recognition- Silver, for running and par-take 1st ever Global Markets Operations and Middle Office Event in Asia representing GFX Operations department
* September 2016 -Awarded Global Recognition- Silver, for commitment in training new associates on procedures and workflows as well as BAU for respective branches
* November 2016**-** Awarded Global Recognition- Bronze, for creating email macro and migrating current client contact data. This helped to reduce chances for sensitive trade-related emails getting sent to incorrect clients or non-authorized client contacts.

**Bluecrest Capital Management LLC**, **Singapore**  July 15-Feb 16

Operations Analyst –Reason for leaving: Dec-2015 Return of investors’ fund, downsizing of company

* Supporting Hong Kong Equities desk
* Trade confirmations, settlements, trade allocations and trade bookings.
* Holdings and Cash reconciliation
* T+1 trade breaks resolution
* Investigate and resolve trade breaks on CFDs for Bluecrest Equities Strategies Master Fund (give-ups, swaps)
* Liaising with various prime brokers/fund administrators and counterparties on a daily basis for trade breaks
* Analysis of current workflow procedure and identify ways to improve process
* Resolving adhoc queries from EU desk and other teams
* Provide suggestions on manipulating rec data for better efficiency and accurate identification of genuine breaks
* Liaising with traders, trading assistants portfolio managers for daily trade issues

**Investment Co. of People’s Republic of China (ICPRC)   
Sovereign Fund of People’s Bank of China**  Sep 13- July 2015

Fixed Income Settlements Executive –Reason for leaving: To try a different role within finance

* Settlements for fixed income trades, FX/MM, derivatives, non-deliverable derivatives (SWIFT)
* Responsible for upgrading project (2015) with IT Department (streamlining operations workflow specifically between in-house system and MIDAS), providing suggestions and executing implementations.
* Trade Processing
* Pre-confirmations and trade bookings
* Handles portfolio settlements in matured markets such as US and Europe, emerging markets such as Mexico, Israel as well as South Korea, Poland, and Brazil
* Responsible for Indonesia account setups involving discussions for potential tax exemptions/subsidy (WHT, CGT) and procedures for settlement in Dec 2014.
* Liaising with custodian bank and counterparts for confirmations and failed trades
* Escalation of failed trades or other trade issues (new counterpart, change of settlement instructions)
* Settlements for daily margin calls under GMRA and CSA agreements
* Reconciliation of daily portfolio cash balances with Front Office as well as Custodian Bank
* Monitoring of maturing securities, coupon payments
* Monitoring portfolio cash holding limits
* SWIFT message manual set-up and formatting
* Securities/counterparts setting up in AS400
* Bloomberg

**United Overseas Bank, Outward Remittance***Temporary Operations Assistant* July 13-Aug13

* Process telegraphic transfers, BIB using AS400
* Process MEPS
* Other ad-hoc duties

**Singapore Land Authority, Land Lease (Public)** (Reasons for Leaving: School) Jun 12- Aug 12

*Temporary Operations Assistant/Administration*

* Worked on the running of new SLA initiative (Lifting of Title Restrictions-Transport)
* Responsible in carrying out inspections of land under leasehold agreement of LTA
* Inspections carried out involved checks for non-consensual land expansion, commercial and retail businesses
* Completion of project months before previously envisioned date

**Ministry of Education, Pupil Placement Section** (Reason for Leaving: School)

*Administration*  June 11- Aug 11

* Coordinated Statutory Declaration event for P1 registration
* Responsible for processing documents and assess eligibility for Statutory Declaration
* Generating and checking of reports

**StarHub Ltd** (Reasons for Leaving: School)June 10- Sep 10

*Customer Service Officer, HQ General Enquiries*

* Provided continuous support for technical issues via escalation
* Handled customer enquiries and complaints for mobile department
* Acquired Siebel Programme knowledge

**Ministry of Defence, Singapore Armed Forces**  June 08– Jun 10

*Military Policeman, Detention Barracks*

* Performed law enforcement activities such as monitoring of detainees and ensure adherence of regulations
* Responsible for planning detainees’ court hearings, medical appointments, etc
* Escort IC for movement of detainees in and out of barracks.

**TiongSeng Contractors** (Reason for Leaving: School**)** Feb 07- Apr 07

*Site Supervisor*

* Oversee progress of tiling works of Parc Emily Condominium and ensure efficiency of workers
* Liaised with several sub-contractors for construction adjustments
* Assisted chief engineer in placement of orders for tiles and date of delivery

**C20 Corporation** (Reason for Leaving: Start of School Attachment)Nov 06-Feb 07

*Promoter, PALM*

* Worked at various different service providers
* Responsible for promoting of PALM PDAs

# ORGANISATIONAL AND COMMITTEE EXPERIENCE

**Singapore Polytechnic, Community Involvement Programme** Jan 07

*Committee Member*

* Voluntary work at MINDS (Movement for the Intellectually Disabled of Singapore)

**ADDITIONAL INFORMATION**

* Proficient in Micosoft Excel (Pivot Table, Vlookup)
* SWIFT
* MIDAS, MISYS, GTSS, SIERRA, OMGEO ALERT, FXALL, GBS, AS400, Bloomberg, Traiana, Mariana, Calypso, FrontArena, Kermit, CS Prime, Intellimatch, Thomson Reuters
* Fluent in English and Mandarin (Written and Spoken)

**REFERENCES**

* Available upon request.



