**Jonathan Haoyan Mar***US Citizen, eligible to work in the US and Hong Kong*

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**Summary**

* College graduate with a BBA in Finance, risk and insurance management and 4 years of asset management operations and fund administration experience. Looking for a challenging front or middle office role in a strong financial institution where I can contribute my skills in the growth of the organization.

**Experience**

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| **Analyst** | Nov 2015 - Sep 2017 |
| **CMB International** - Asset Management Dept. | Hong Kong |
| In a team of 3, mainly responsible for fund/portfolio administration, trading operations and marketing support of 10 private funds/limited partnership (including equity long short, fixed income, multi-tranche structure, quant, FOF, PE focus) and 100 discretionary accounts. | |

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| **Senior Administrator, Transfer Agency** | Aug 2015 - Nov 2015 |
| **HSBC** - Fund Services Dept. | Hong Kong |
| Performed general transfer agent duties such as order processing, contact notes and financial statements, KYC and client services to fund managers. Participated in system enhancement and outsourcing projects. | |

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| **Fund Administration Assistant** | Dec 2013 - Apr 2015 |
| **BOCI-Prudential Trustee Limited** - Finance Dept. | Hong Kong |
| Performed general fund administration duties for 60 funds (mainly Hong Kong authorized funds), including 30 RQFII funds. Actively participated in various system enhancement and automation projects. | |

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| **Securities Processor** | Jun 2013 - Dec 2013 |
| **Citibank** - Custody Dept. | Hong Kong |
| Performed payment and cash management duties such as reconciliations, telegraphic transfer and fixed deposit. Managed system access rights for 200 people of the custody department. | |

**Qualifications**

**Lingnan University**, Hong Kong, May 2013B.B.A. (Hons) Finance, Risk and Insurance Management, GPA: 3.24

**Languages**

English (Proficient), Mandarin (Proficient), Cantonese (Native)

**Salary Expectation**

$60,000 p.a.

**Availability**

Immediate