

Tan Yi Ren

• Tanyiren333@hotmail.com • +6583282455

Education

Nanyang Technological University
Fleximasters in Business Finance

Due to complete in 2024

University of Hertfordshire
Bachelor Degree (Hons) in Business Administration

Due to complete in 2024

Ngee Ann Polytechnic
Diploma in Financial Informatics

2019-2022

Certifications: Client Adviser Competency Standards (CACS) Paper 1 & 2

Experience

Credit Suisse

Client Onboarding Specialist

August 2023 – Present

- Work on onboarding cases across global wealth management. Advise and explain KYC requirements to the client advisor through the onboarding and account opening process.
- Providing end to end guidance to Front Office for their prospects and clients on Source of Wealth (including but not limited to documentation of corroborative evidence(s), drafting/enhancement of Source of Wealth narrative, Source of Funds, Purpose of accounts) in accordance with bank's guidelines and policies.
- Review customer documents (EG: Passport and Payslip) to ensure the documents satisfy the required standards of KYC, AML, appropriateness and sanctions checks before onboarding.
- Review New Account Opening Documentation (EG: Onboarding Form and Investor profile) for completeness and validity.
- Facilitate exceptional handling on risk-based approach, and coordinate with the Business and Financial Crime Compliance Team for signoff.
- Perform background check screening on the client. Make justifications on negative news found for hits clearance and assess other risk factors such as PEP, Sanctions, Vulnerable business, etc.
- Uphold the highest standards of control, always keeping data integrity in mind while carrying out day-to-day tasks.
- Stay relevant with the latest regulatory, policy and procedural requirements.

Sleek

Fintech Intern

September 2021 – February 2022

- Worked at all stages of Banking-as-a-service (BaaS) Product, Sleek business account, beginning from presales, on-boarding and off-boarding for the product.
- Conduct video KYC and KYB on client to onboard client to Sleek business account. (Verification of IC, Passport, proof of ownership, answer a set of questions)
- Perform customer due diligence reviews on high-risk clients. (Identifying and verification of the client, comprehend business nature and purpose of client, consistent monitoring of client)
- Examine bank statements to assist in identifying unusual transaction patterns.
- In charge of onboarding customers. (Open a Sleek business account and notify clients.)
- Maintained detailed tracking of KYC file status and other customer record activities to ensure completion within required timeframes.
- Led customer success and support teams to manage and resolve critical customer issues.
- Responsible for reporting key metrics including total number of accounts, monthly active users (MAU) and active ratio for management meetings.
- Built and managed a dashboard for Sleek business account data visualization. The dashboard is integrated with third party software (Zapier, JotForm, Ziggoo, Slack) for automated workflow efficiency.