

**Man Hoe Keung, Jonathan**

**Personal Particulars**

---

Date of Birth	:	08 Jan 1982
Nationality	:	Singapore / Permanent resident of Hong Kong
Address	:	BLK261B Sengkang East Way, #14-440 S542261 Singapore
Contact (Mobile)	:	8128 8877
Contact (email)	:	sahil.gupta@mitaoe.ac.in

**Date: Oct 2016 – present**

Position: Compliance Manager

Company: **Zhongtai International Holdings (Singapore) Pte. Ltd.**

- Start up
- Sole compliance role hence involves licence application, policies, and procedures, etc
- HR matters
- IT matters
- Any other matters

**Past employment:**

**Date: Oct 2014 – July 2016**

Position: Compliance Assistant Manager

Company: **Invesco Asset Management Singapore Ltd**

- AML/KYC matters (e.g. onboarding, screening, review and reporting)
- Liaison officer for MAS that include ad-hoc queries or completion of surveys and questionnaire
- Compliance advisory (e.g. queries from the sales team that may include onboarding or regulations within Southeast Asia region, marketing team or other global initiatives)
- Licensing matters (e.g. representatives, directors, etc)
- Review of internal controls and procedure manuals (Licensing, Outsourcing, etc)
- Conduct compliance/AML/Code of ethics/Gifts & Entertainment/Foreign representatives training
- Handle and coordinate MAS inspection and statutory audit
- Investment compliance using Charles River (e.g. Fair allocation. Disclosure of interest, trades monitoring)
- Review of regulations/consultation papers and impact analysis (Consultations, New, Amendments, etc)
- Weekly Gifts and Entertainment reviews
- Other ad-hoc projects (local or global)

**Date: Aug 2010 – October 2014**

Position: Manager (Executive from August 2010 to December 2011, Assistant manager from January 2012 to December 2013)

Company: **iFAST Financial Pte Ltd**

- Compliance monitoring/checks to ensure that the company processes are in compliance with the relevant Acts and regulations, such as the Securities and Futures Act (SFA)/Financial Advisers Act (FAA)/CPF Investment Administrator Guidelines and internal policies
- Review regulatory changes/consultation papers as and when necessary, communicate to the relevant departments if needed, and also discuss with relevant stakeholders on regulatory impact and necessary system or non-system changes
- Liaise with and also prepare reports (e.g. regular reporting, surveys, ad-hoc queries) for submission to regulators (MAS and CPF Board)
- Anti-Money Laundering ('AML') related matters (e.g. onboarding, screening, review and reporting)
- Compliance advisory and licensing matters for both internal (e.g. business initiatives, sales queries, new product line (insurance)) and external parties (e.g. consultancy services, liaising with compliance department of B2B clients, licence application)
- Review of internal controls and procedures and is part of consultation and implementation process, both business and non-business
- Handling of complaints and investigations
- Review of contracts, such as distribution agreements and service agreements (Compliance related clauses, e.g., FATCA, AML; terms are in line with outsourcing guidelines)
- Maintenance of outsourcing register, annual review and ad-hoc review for new vendors

- Maintenance of Compliance procedure manuals (update, review and amend)
- Review of advertising and marketing materials
- Conduct compliance/AML training
- Cover for Hong Kong and Malaysia compliance team
- Monitoring of suspicious transactions and reporting to STRO
- Handle and coordinate MAS inspection and statutory audit
- Manage, coordinate and/or implement projects, for example, Tax Crimes, FATCA, PDPA, etc
- Supervisory role – hire, train, delegation of work, review of subordinate's work and performance review
- Assisted in IPO process

**Date: Dec 2008 - May 2010**

Position: Senior Associate (Junior Executive )

Company: **Stone Forest Corporate Advisory Pte Ltd**

- Recovery of assets
- Liquidation and Litigation
- Correspond and hold meetings with clients, lawyers, banks, Official Receiver, debtors, creditors, etc
- Accounting duties and review of financial statements/company affairs
- Investigation
- Reports
- Business development
- Project management

**Date: Jun 2007 - Apr 2008**

Position: Accounts Executive

Company: **Oosh Pte Ltd**

- Accounting duties (Partial set)
- Costing

**Date: Aug 2006 - Mar 2007 (Contract)**

Position: Accounts Assistant

Company: **Makino Asia Pte Ltd**

- Administrative and accounting duties

**Others:**

Sales Executive for 2<sup>nd</sup> hand car dealer, Telemarketer for Singtel and an IT training school, Market researcher for Euromonitor International, delivery man and courier driver for various companies. Have been a waiter, bartender and bar manager for various clubs in Singapore. Ran campaigns as a Project Supervisor for Publicis Dialogue/Western Union as well. Was employed as an Interior Designer and Sales Consultant for about one and half year. Was a contract teacher in a local primary school.

**Educational Background**

**- Bachelor's Degree in Accountancy/Banking** Graduation Date: 2008

Major	:	Accounting
Institution/College	:	RMIT, Singapore

**Diploma in Compliance (accredited by ICA) - 2011**

**Diploma in AML (accredited by ICA) - 2013**

**Languages**

**Language / Dialects**

English, Chinese, Cantonese, Hokkien

**Additional information**

**Skills**

MS Office (Word, Excel, PowerPoint)

MYOB

Syteline (ERP system)

Fact Accounting

Raptor (Inventory control & purchasing system)

SQL

**Other professional certification**

CMFAS M3

CMFAS M5

CMFAS M9

Health Insurance (SCI)

CommGI (SCI)

PGI (SCI)

**National Service**

April 2001 to Aug 2003

Vocation: RSL/ISL

Unit/Squadron: FDS/Changi Airbase

Highest rank: 3rd Sergeant

MR: Apr 2015