

Wong Jeremy

Data Analyst

Singapore

- Email me on Indeed: <http://www.indeed.com/r/Wong-Jeremy/bb6a8ca7c89ce929>

Seeking a position in the Banking and Financial Industry and to build a long-term career in this sector with opportunities for career growth.

Available Date: 5 Nov 2018

Work Experience

Data Analyst

BANK OF NEW YORK MELLON

June 2018 to October 2018

Corporate Action - Full Set
Static

1. Floating Rate Note Check
2. Mortgage Factor Check

Pricing

Source for latest pricing from Interactive Data Center (IDC), Bloomberg and/or Thomas Reuters, for all Bonds, Equities

Compliance Check

1. Equity Compliance
2. Fixed Income Compliance
3. OTC Compliance

Other Task

1. BBGID Check
2. Exchange Ticker Check

PURCHASING OFFICER

BBR HOLDING(S) PTE LTD

August 2017 to June 2018

To assist, handle and prepare the team for Audit

1. To follow up from previous findings and to provide preventive measures
- 2 To work with Management on organizing a more productive team.
- 3 To assist with daily processing.
- 4 To source for suppliers and negotiate for favorable quotation
- 5 To take charge of ISO procedure
- 6 To take charge of all Pricing/Suppliers information
- 7 To take charge of all administrative duties

QC INSPECTOR

JEP PRECISION

May 2017 to July 2017

To handle and prepare the team for Audit

- 1 To follow up from previous findings and to provide preventive measures
- 2 To work with Management on organizing a more productive team.
- 3 To assist/monitor with daily processing.
- 4 To involve in any escalation/complain incident

Analyst

Barclays Wealth

October 2016 to December 2016

Wealth - Corporate Action (Full Set)

2. Handle full sets of Corporate Actions (Mandatory/Voluntary)
3. Handle Transfer (MT 540/542)
4. UAT Testing / Migration Testing
5. Involved in Post Migration clean up

Analyst

Corporate Action

February 2016 to August 2016

1. Handle Full sets of Corporate Actions
2. UAT Testing

Full Fledged Personal Financial Consultant

Prudential Assurance Company Singapore

March 2014 to February 2016

- * Constantly servicing clients
- * Constantly looking for new clients

Senior Bank Officer

Credit Suisse

March 2007 to October 2013

Private Banking - Corporate Action (Full Set)

2. Cash Dividend

- * Processing of cash dividend
- * Reconciling client's entitlements from Globus versus Custodian advices.
- * Liaising with Custodians/brokers whenever necessary to resolve any discrepancies on entitlements received.
- * Crediting client entitlements in a prompt manner
- * Regular follow up on late payment by custodians
- * Regular follow up on claims

3. Dividend Reinvestment Plan/Currency Options

- * Collecting Front desk responses before liaising with custodian
- * Process accordingly
- * Xdate/Rddt reconciliation

4. R.E.I.T.S

- * Collecting Front desk responses before liaising with custodian
- * Process accordingly
- * Xdate/Rddt reconciliation

5. Coupon Payment

- * Processing of Coupon Payment
- * Income Payable Report (Value Date) - Euroclear
- * Advance Notice of Income & Redemption Report (T + 2) - Euroclear
- * Any other issues

6. AGM/EGM

- * Processing of letters for clients
- * Acting promptly on client's instructions for AGM/EGM

7. Voluntary Processing

- * Rights Issue
- * Bonus Issue
- * Exercise of Warrants
- * Various Stock Spilt
- * Stock Dividend
- * Priority Offer

Standard Chartered Bank
December 2006 to March 2007

Dec 2006 - March 2007

Finance Department (Payment and Clearing dept/ Wealth management dept)

- * Preparing and issuing of cashier order for fund transfer payments
- * Processing payment for valuation and contractor fees
- * Processing all transactions for wealth services
- * Process commission payment to stock brokers (c/o and E-Giro)
- * Updating daily and monthly statistic
- * Upliftment/ Renewal of fixed deposit accounts
- * Take down statistics for daily transactions
- * Check the clearance of cashier's order
- * Check all the transaction done by other staffs
- * Check daily reports prepared by other staffs
- * Other adhoc duties as assigned

Education

Bachelor of Business in Economics and Finance

RMIT University

January 2005 to May 2006

Diploma in Banking and Finance

Nanyang Polytechnic

July 1999 to May 2002

Hai Sing High School

January 1995 to December 1998

Skills

FINANCIAL PLANNING (2 years), STRATEGIC PLANNING (2 years), EXCEL (Less than 1 year), FINANCIAL/INSURANCE (Less than 1 year), FRONTPAGE (Less than 1 year)

Additional Information

ACTIVITIES / SKILLS

Teamwork, communication skills and creativity

* Completed Teaching Enterprise Project (2000)

- Financial Planning

Given a few scenarios and asked to advise customers on the various financial/insurance products according to their needs. Our group did an interesting role-play and used visual aids to present our ideas.

Leadership, Confidence and Initiative

* Taman Nigeria Trip (1996)

- Selected by school to participate in the Taman Negara Trip, to learn and work together as a group.

SKILLS

Systems: Proficient in MS Excel, Word, PowerPoint, Dream weaver, macro, Frontpage, Olympic System, Oracle Financial System and Statistical Package for Social Sciences (SPSS), Mint, IGT, AVALOQ, T24