**Vince (King Sing) Leung**

Tel: 9740-5018 vince.ksleung@gmail.com

Product Coverage

Cash Equity, Derivative, Index Futures, Commodity Futures, CB, OTC products, Repo trade

*Work Experience*

**Acion Partners Limited Apr 2017 – Current**

***HK based event-driven hedge fund***

***Operations Associate***

* Mange cash level among PBs to optimise usage
* Generate daily risk &exposure report to front office
* Handle daily middle office tasks
* Liaise with IT & counterparties to enhance system operation
* Compile monthly newsletter and attribution report
* Monitor corporate action and reconcile with prime brokers & fund administrator

**Nine masts Capital Limited Aug 2015 – Mar 2017**

***HK based multi-strategy hedge fund***

***Operations Associate***

* Generate daily exposure report to front office
* Reconcile position & cash on daily basis and resolve breaks if any
* Monitor collateral movement and capital usage for portfolio managers
* Book trades to both portfolio management system and fund administrator’s system
* Resolve settlement issues and processing questions dealing directly with the portfolio managers, prime brokers, administrator, and trading counter-parties
* Liaise with brokers on commission schedule update
* Transfer positions between PBs to achieve better margining/ financing

**Asiya Investments Hong Kong Limited Feb 2013 – Jul 2015**

**Kuwait multi strategy Hedge fund focuses on APAC (Ex-Japan) region**

***Middle Office Analyst / Trader***

* Assist senior trader to execute order (cash equity and derivate)
* Locate stock borrow loan and liaise with counterparties on re-rating periodically
* Perform Pre-trade compliance check (cash and position)
* Perform Pre-trade & Post-trade analysis
* Maintain commission record and perform brokers’ review
* Monitor corporate action events for the fund and submit election
* Perform trade booking and resolve any settlement issue
* Match trade details against counterparty record and resolve any discrepancy
* Monitor margin / collateral level for the funds and arrange cash transfer across Prime Brokers if necessary
* Perform position & cash reconciliation and resolve any breaks
* Participate in operation due diligence enhance enhancement project in order to obtain audit standard – ISAE3402

**Prime Capital Management Limited Mar 2010 – May 2012**

**Chinese long/short stragey hedge fund focuses on Greater China region**

***Hedge Fund Operations******Analyst***

* Liaise and co-check with custodian bank on investor unit of the funds
* Perform KYC documentation checking for new client subscription
* Instruct and monitor subscription and redemption order
* Provide security PnL Analysis and attribution report
* Compile daily and monthly NAV and reconcile against Fund Administrator’s record
* Monitor margin and collateral movement and prepare for funding
* Solve trade settlement related issue
* Carry out trade booking and position/cash reconciliation on daily basis
* Prepare weekly / monthly performance reports and newsletter and distribute to investors
* Liaise with Prime Broker / Fund Administrator / Custodian on fund transfer and payment
* Prepare stock loan report and reconcile against Prime Brokers’ record
* Handle corporate action and book relevant information into system
* Coordinate with IT department for in-house system implementation
* Participate in setting up Multi-Prime Brokerages for funds which the progress required extensive communication and testing
* Successfully develop in-house automated reconciliation using VBA
* Streamline various reports to enhance operations efficiency

**Quality Risk Management & Operations Limited Nov 2007 – Feb 2010**

**Independent financial service company providing service in back / middle office and risk management for hedge funds in the Asia region**

***Operations Analyst***

* Provide PnL explanation on investment products
* Generate various risk statistic reports (VaR Summary, Stress Test, Sensitivity Test)
* Perform trade confirmation, trade booking, and trade reconciliation
* Provide estimated NAV calculation and reconcile against Fund Administrators’ record
* Handle queries from clients and provide assistant on daily basis
* Compile weekly market commentary

**HSBC Nov 2006 – Feb 2007 & May 2007 – Aug 2007**

**International bank group**

**Temporary Assistant – Wealth Management (Investment)**

* Provide sale analysis on different investment products (Unit Trusts & Structure Products)
* Gather information on subscription & redemption of investment products with HK region
* Assist product managers in new product development
* Monitor competitors’ activities thru internet and site visit
* Coordinate with different fund houses for product supports

*Education*

HKU SPACE, Hong Kong (2012)

**Postgraduate Diploma in Investment Management**

Relative coursework: Analytical Tools for Investment Management, Equity and Alternative Investments, Portfolio Management

Simon Fraser University, Canada (2006)

**Bachelor of Business Administration (Major in Finance)**

Relative coursework: Investment Analysis, Derivatives Securities, International Financial Management, Corporate Finance and Fundamental Accounting

*Language and Computer Literacy*

* Fluent in both verbal and written English and Chinese
* Proficient in MS Office Tools (i.e. Excel- VBA, PowerPoint, Word, Outlook)
* Proficient in Financial Systems (i.e. Bloomberg AIM , Bloomberg, Imagine Trading System, Eze Castle, Geneva)