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| **ChanCheng** | | | |
| **Tel:** (852) 6144 7553 **Email:** xy31230@163.com  **Availability:** July, 2017 **Expected salary:** Negotiate  **Address:**: Rua Santa Rita, 836, Fortaleza-CE | | | |
| **EDUCATION** | | | | |
| **LINGNAN UNIVERSITY** | | | *Hong Kong* | |
| ***Master of Accountancy*** | | | *2014-2015* | |
| **WUHAN DONGHU UNIVERSITY** | | | *Wuhan China* | |
| ***Bachelor of Economics（Major in Finance）*** | | | *2010-2014* | |
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| **EXPERIENCE** | | | |
| **APEX FUND SERVICES (HK) Limited** | *Hong Kong* | | |
| ***Fund Accountant*** | *07/2015-04/2017* | | |
| * Prepare Net Asset Valuations for the fund on a monthly, weekly. Monitor Cash activity of the fund and prepare Broker reconciliations on a daily basis. * Monitor Portfolio of Investment positions on a daily basis. Process Corporate actions to reconcile cash accounts and positions. * Process for subscription, redemptions, share transfers, dividend payments and capital calls. Familiar with series of shares processing and equalization methodology, High Water Mark Set up. * Monitor Cash activity of the fund and prepare Broker reconciliations on a daily basis. * Liaise with prime brokers and investment managers to resolve cash breaks. * Co-ordinate documentation for Capital activity to ensure AML compliance (i.e. CRS, FATCA). | | | |
| **VOLUNTEER WORK** | | | |
| **AIESEC** | *Wuhan China* | | |
| ***Operating management*** | |  | | --- | | *07/2014-08/2014* | | | |
| * Assisted in helping international exchange participants with their living in China, accommodation and intern salaries. * Assisted in soliciting feedback from international exchange participants and furnishing their issues raised to relevant departments. * Reported information to supervisors and co-workers, developed outstanding rapport with colleagues and participants. | | | |
| **ADDITIONAL INFORMATION** | | | |
| * **Language**: English (Business communication); Mandarin(Native); Cantonese(Basic) * **Membership of Professional Institutes**:   Student Member at Hong Kong Institute of Certified Public Accountants (HKICPA).   * **IT**: Experience with Microsoft Software.   Basic code ability by Python to run and analysis data.  Able to analysis data by Numpy, Matplotlib, Scrapy.  Able to analysis data by Pandas by time series. | | | |