DOB: 14th December 1988
Singapore Citizen

LOW JIE JI

(65) 8299 5200
jjlow88@gmail.com

INTERNSHIP / WORK EXPERIENCES

Bank of Singapore Limited   **June 2022 – Present**
Matrix Process Automation Pte Ltd   **December 2020 – June 2022**

- Business/Test Analyst assigned to Bank of Singapore for work on Online Trading Equities Project
- Participates in backlog prioritization meetings with stakeholders to include tasks for incoming Sprint
- Responsibilities include gathering feedback/requirements from Business, user stories grooming, conducting User Acceptance Testing, recording test results, defects management and remediation, troubleshooting and stakeholder collaboration
- Develop Test Cases and requirements with Business Users, Product Owners and other dependent system owners
- Ensure compliance with data governance and best practices set forth by the Bank policies and requirements
- Creation and updates of User Guides and Frequently Asked Questions (FAQs) for Banks' client and drafting of presentation deck for functional trainings to Front Office Users
- Post go-live application support rendered to Business Users
- Working knowledge in Agile tools (Confluence, Jira, HPQC), Order Management Systems (T24, Triple' A Plus, FIS)

Spark Systems Pte Ltd   **April 2020 – December 2020**

- Business Analyst and Project Manager
- Coordinates with business users (clients) to elicit and validate business needs for new projects and change requests for onboarding of the company's Foreign Exchange (FX) platform.
- Assists in analyzing user requirements and identify gaps within the system and translate them into functional specifications
- Involves in driving day-to-day operational aspects of project management; includes driving prioritization process, tracking tasks assigned to teams, delivery coordination to meet project schedule and quality
- Participates in user acceptance testing (UAT) such as system bug identification, problem resolution, tracking, escalation to Development colleagues for investigation/fix.
- Execute implementation activities, providing post implementation support and managing issues during UAT/Sprints to ensure all defects are tracked to closure

BNP Paribas Wealth Management Singapore   **August 2015 – April 2020**

- Application Support Business Analyst within the Wealth Management Information Services Hub (WMIS)
- Provides techno-functional support to DPM, Advisory, RMs, Private Bankers and dealers and more on the Bank's Portfolio Management System (Triple' A)
- Daily BAU activities include addressing queries relating to market order transactions, client suitability framework (MAS and HKMA guidelines), portfolio valuation, reporting and portfolio performance calculations, setup of strategies and constraint sets for mandates and model portfolios, data extractions (as part of periodic request from regulators, auditors and various domain teams), reconciliation (syncing of data between host system (Olympic) and eBanking platform), loading of Prod Environment dumps to UAT Environment for issue replications and supporting Disaster Recovery and Business Continuity Planning Exercises semi-annually
- Troubleshooting on issues relating to Value at Risk (VaR) determination, Monte Carlo simulation, and scenario stress-testing on the bank's Advisory platform offering for the clients were also rendered to Investment Counselors/Advisors to generate accurate investment proposals.

- Monthly trainings were also provided to new Front Office joiners on the bank applications' functionalities as well as enhanced functions/features as part of Project rollouts throughout the year
- Support activities such as User-Acceptance Testing (UAT), handling of E-Banking queries were also extended to business sites in Madrid, Jersey (U.K) and London
- Good understanding on business and system process workflow from front-to-back and vice versa
- Monitoring of batch jobs via Autosys monitoring tool

Purvis Capital Private Limited   **July 2015 – August 2015**
- Equities Trader (Intern)
- Followed macroeconomic trends to develop trading bias on Singapore Equities
- Maintained constant research and study to determine the sectors leading the current market

Aberdeen Asset Management Asia Limited   **May 2014 – August 2014**
- Business Systems Analyst (Summer Intern)
- Collate materials and prepare meeting minutes for internal and vendor meetings
- Handled and resolved queries of portfolio managers and dealers related to investment operations and order management as well as extraction of data for report generation
- Basic Knowledge of the Charles River Investment Management System

EDUCATION

National University of Singapore   **August 2011 – May 2015**
- Bachelor of Computing
- Major: Electronic Commerce

PROFESSIONAL CERTIFICATIONS

Chartered Financial Analyst (CFA®) Program   **December 2017 - Present**
- 2017 December Level I Examination: Passed

Scrum.Org Certifications   **December 2021- December 2021**
- Professional Scrum Master I (PSM I): Passed
- Professional Scrum Product Owner I (PSPO I): Passed

NUS Investment Society   **September 2014 – June 2015**
- Technical Analysis & FX Deputy Director – 12th Management Committee
- Oversee a team of 8 Technical Analysts to ensure their duties (such as Blog postings of security analysis and research publications) are performed
- Successfully conducted events such as the Forex101 Workshop for students and the public

NUS Students' Investment Society   **September 2013 – August 2014**
- Research Analyst Executive – 11th Executive Committee
- Main duties include exploring a range of technical indicators and Macroeconomic research to generate investment/trading ideas.
- Responsible for conducting workshops and writing investment publications for the student population'

ACHIEVEMENTS AND AWARDS (COLLEGE)

- **J.P. Morgan Asset Management Challenge 2015:** Qualified as National Finalist for the inaugural competition centered on the development of portfolios by asset allocation for clients through a hypothetical case study
- **CIMB ASEAN Stock Challenge 2013:** Emerged 2nd placing overall in the National Rounds of the stock trading competition. Attained Best Strategy Paper in the subsequent round of the competition. Represented Singapore and achieved 3rd position out of 911 active participants across 4 countries, in the Regional Grand Finals held in Jakarta, Indonesia
- **CIMB Securities Youth Challenge 2012**: Achieved 5th placing in the final round of the stock trading competition (School Category) jointly organized by CIMB Group and Nanyang Technological University's Investment Interactive Club. Presented strategies at the Singapore Financial Conference 2012
- **BComp (Electronic Commerce) Knowledge Area Awards:** Certificates of Merit in E-Commerce Management, E-Commerce Technology and Business Innovation awarded by School of Computing, National University of Singapore

Interests, Skillsets & Language

- **Interests:** Trading & Investments, Reading self-help books, Travelling, Badminton, Street soccer
- **Skillsets:** Microsoft Excel, Word, PowerPoint, Prezi, Structured Query Language (SQL), Unix, WTX, Bloomberg, Factset, Charles River Investment Management System, Triple' A Portfolio Management Application, Olympic Core Banking Application, Excel VBA
- **Language:** English and Mandarin; Both fluent in spoken and written

Additional Information (COLLEGE)

- **Singapore Student Managed Fund:** Appointed Research Analyst in 2015 and was put in charge of analyzing past trends for different financial products in the recently incorporated ACRA-listed company
- **Firstix Capital Pte Ltd:** Selected for a 6-months Trader Incubation Programme in November 2015. Traded a funded Live Account of a principal sum, primarily in the FX Spot market, achieving about 50% returns after 3 months.
- **Bloomberg Aptitude Test 2013:** Attempted the assessment and achieved 73rd percentile globally
- **Centre for Asset Management Research & Investments (CAMRI), NUS Business School:** Part-time work as Laboratory Assistant from September to December 2012. Exposure to financial software such as Bloomberg, FactSet. Hands-on experience in support and setup of the Bloomberg terminal
- **Bloomberg Essentials Training Program:** Certifications in Equity, Fixed Income, FX and Commodities Essentials