XUAN LAP (LEO) TRAN

xxxx@gmail.com 0401.xxx.xxx

PROFILE:

Finance professional with 8 years of experience in Treasury Settlement/Operation. Skilled in financial market products, AML/KYC, operation procedures, compliance, and payment processes. Familiar with fast-paced and high-volume environment while maintaining strong attention to details.

PROFESSIONAL EXPERIENCE:

Perpetual Ltd

Senior Cash Management Officer

Sep 2015 – present

State Street Global Services

Client Cash Intern – Global Cash Operations

Jun 2015 – Sep 2015

SKILLS:

- Proficient computer and MS Office skills including Excel, Word and PowerPoint.
- Proficient written and verbal communication skills.
- Analytical, problem solving and time management skills.
- Solid understanding of clearing systems and payment operating processes: SWIFT, EXIGO, NZClear, RTGS, NON-RTGS & International Payments.
- Solid understanding of AML/KYC.
- Foundation knowledge of Python and Data Analysis (Power BI Basic)
- Proficient knowledge of HTML, CSS, SCSS (SASS)

EDUCATION:

Macquarie University

Bachelor of Applied Finance

Jul 2011 – Jul 2015

 Relevant Coursework: Financial Statement Analysis; Financial Econometrics; Options, Futures & Derivatives; Applied Portfolio Management; Security Pricing and Hedging; Financial Risk Management

Taylor's College

University of Sydney Foundation Program (with Scholarship)

Oct 2010 - Jul 2011

• ATAR 94.45/100

INTERESTS:

Reading/Learning Investment Analysis and Property/Real Estate Investing

Sports & Hobbies: Tennis, Golf, Table Tennis.

Self-development courses: Python Basic (built a Weather app), HTML, CSS (in progress)