**Mak Ching Hang Angela**

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WORK EXPERIENCE

May 2014 – present: CLSA – Assistant Manager, Treasury Transaction

Responsibilities:

* Arranged cash forecasting, fund transfers, inter-company settlements to facilitate the company’s daily funding and liquidity needs
* Assisted in the setup of the first cash pool of the company, and the setup of the sweeping between different banks in different time zones
* Handled the setup of the committed/uncommitted loan line and the guarantee
* Translated the loan agreement documents which were in Chinese into English version for the senior management committee to review
* Arranged the signing of ISDA and CSA VM with banks for the execution of the structured products
* Hedged the foreign currency exposure(mainly CNY) of the balance sheet and income statement by leveraging spot, forwards, NDF and interest rate swaps
* Followed the money market and wholesale funding market to plan for the optimal funding mix and solutions

Achievements:

* The refinance of the USD400m club deal loan which is the main source of CLSA funding facilities within one and a half months
* The implementation of the new liquidity management policies and new funding strategy of the company after the acquisition by the Citic Securities International Ltd

April 2013 – September 2013: HSBC – Cash Management Team Analyst

Responsibilities:

* Managed and fulfilled the currency funding requirements according to the SSI of the assigned institutional and hedge funds clients
* Performed daily fund administrative functions and cash management for segregated funds clients

February 2012 – April 2013: HSBC Money Market Desk – Business Analyst

Responsibilities:

* Arranged daily FX & MM deals execution and third party MM transactions for the client services team
* Provided indicative quotes upon an inquiry from custodian clients, and handle clients’ enquires relating to spread and pricing

Achievements:

* The implementation of the new internal system for FX transactions, and streamline the new workflow to align with the compliance requirements
* Reduction on the operational loss by setting templates and macros to facilitate the FX and MM deal settlement process

July 2010 – February 2012: Citi Private Bank – Service Assistant

Responsibilities:

* Managed daily loans and deposits booking, and arrange incoming and outgoing tested telex
* Monitored and locate funds from the Nostro account and perform buy-in when requested, and develop a deep understanding of the SWIFT messages(e.g. MT103, MT202, MT199 etc)
* Assisted in different projects UAT and various types of system testing to ensure effective UAT test cases are created

EDUCATION

2007 – 2010: Hong Kong Baptist University

Bachelor of Social Sciences (Hons.) in Government and International Studies(Second Class Division One)

SYSTEM SKILLS

Software: Microsoft Office Suite(Excel, Word, PowerPoint, Access), Reuters, Bloomberg

Programming: VB, VBA, Macros