**Joey Shek**

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**Personal information**

Latest Position : Associate, Treasury Finance

Latest Company : Hong Kong Exchanges and Clearing Limited (HKSE: 388)

Current Location of Base : Hong Kong

Language Skills : Fluent English, Good Mandarin, Native Cantonese

Latest package : Around HK$ 42,030 x 12 months + bonus

Expected package : HK$ 52,000 x 12 months + discretionary bonus

Notice Period : 1 month notice

**Summary**

* Strong interpersonal and communication skills
* Strong analytical and technical skills with attention to detail
* Work independently and able to perform multi-task on time
* Enthusiastic character

**Education**

**2004, Georg – Simon – Ohm Fachhochschule Nurnberg, Germany**

School of International Business (Exchange Programme)

**2003 – 2006, Hong Kong Polytechnic University**

BA (HONS) Accountancy

**Professional Qualifications**

2016, Member of CPA Australia

2000 and 2001, London Chamber of Commerce and Industry Examinations Board

**Summary**

**Working Experience**

**Sep 2015 – Present, Hong Kong Exchanges and Clearing Limited (HKSE: 388)**

**Associate, Treasury Finance**

Report to: VP, Treasury

* To manage cashflow and execute funding plans for various HKEX internally managed fund pools such as Clearing House Fund, Corporate Funds, OTC and Margin Funds
* Ensure liquidity process in accordance to our company’s practices and guidelines
* Participating in portfolio risk and return analyses and other financial or operational analyses
* Assisting in the liaison with banks on investment such as executing interbank transfer, deposit placement and FX deal. To negotiate with banks for daily rates deposit quotation, and to understand the currency and market trend and forecast
* Monitor trade confirmation and fund settlement through SWIFT and CHATS with Treasury Settlement team
* Assist and contribute in Treasury streamline and enhancement project and initiatives
* To handle new account openings independently

**Reason for Leaving: Looking for a stable job and have some more exposure in treasury**

**Feb 2013 – Sep 2015, Manulife Asia**

Manulife Financial Corporation is a leading international financial services group providing forward-thinking solutions to help people with their big financial decisions. It operates as John Hancock in the United States, and Manulife elsewhere. It provides financial advice, insurance and wealth and asset management solutions for individuals, groups and institutions.

**Assistant Manager, Treasury Finance**

* Oversee cash management and to support and monitor day to day operations such as fund transfer, cheques, autopay, electronic payment confirmation, SWIFT settlement, bank charges, staff expenses claims and FX trade
* To reconcile and analysis on variance between bank balance and our e- Treasury system record
* Input and monitor proper record, opening and closing of bank accounts
* Work on cashflow projections and liquidity management
* Lead and participate in project in compliance with Group policy and regulatory such as Banking Board Resolutions, List of Authorized Signature, FBAR Company compliance filing requirement
* Participate in projects such as New DBS Implementations, BOC Autopay Iniatives, Lawson implementations project in Cambodia
* Perform system improvement UAT projects such as develop and execute test plans, test cases and test results
* System owner for Treasury systems- user rights management, system upgrades such as IE11 implementation
* Maintain and familiar to e-banking system such as Citidirect, HSBC Net and DBS Ideal
* Work cooperatively with all areas of the business units (Operations, Treasury System, Controllers, Legal, Human Resources and Banks)

**Reason for Leaving: Most of the work had been outsourced to Malaysia and Philippines and I concern about the stability**

**Jun 2011 – Feb 2013, JP Morgan Asset Management**

J.P. Morgan Asset Management is a leading asset manager for individuals, advisors and institutions. Its investment professionals are located around the world, providing strategies that span the full spectrum of asset classes.

**Business Analyst**

* Being a team member in Regional MIS reporting to consolidate weekly cash flow submissions for Asia Pacific’s Mutual Funds, Institutional Funds, Pensions, MPF/ORSO Funds and Unit Trusts
* Consolidate and upload data in internal systems on a monthly basis
* Ensure complete and timely delivery of all management reports in accordance with US GAAP
* Provide key variances and explanation on P&L, AUM and flows
* Participate in headcount reporting and analysis
* Consolidate and work on Annual Budget and Forecast
* Support for User Acceptance tests (UAT) on Projects
* Prepare ad hoc reporting where assigned

**Sep 2009 – May 2011, The Hong Kong Jockey Club**

The Hong Kong Jockey Club is one of the oldest institutions in Hong Kong. Founded in 1884, The Hong Kong Jockey Club is a horse racing operator and Hong Kong's largest community benefactor, operating as a not-for-profit organisation.

**Management Accountant**

* Focus on Racecourse and Clubhouse business and perform financial highlights before month end closing
* Consolidate and upload BUs data in a monthly basis
* Prepare management reports and provide explanation on key variances
* Prepare monthly rolling Forecast and Budgets
* Attend monthly BU meetings and presentation
* Responsible for racecourse and clubhouse’s RFP
* Handle ad-hoc request
* Work on UAT projects and system maintenance

**Sep 2006 – Jul 2009, HSBC Private Bank (Suisse) SA**

**Oct 2007 – Jul 2009, Promoted to Officer**

**Sep 2006 – Oct 2007, Junior Officer**

* Prepare journal entries for structured product such as Options, Futures and accumulators in AS 400 system
* Gather financial data (Singapore and Hong Kong business) for pre-month end closing and financial control
* Prepare and consolidate data in timely and accurate manner
* Perform variance analysis on financial data
* Participate in ad hoc projects for system implementation such as UAT testing for structural products
* Support for ad-hoc request
* Working knowledge of standalone financial statements preparation under IFRS
* Support for HKMA returns and ALCO meetings reports
* Support on daily/monthly inter-company reconciliation

**Computer Skills**

* Familiar with Windows, MS Office Applications (Words, Excel, PowerPoint, Access, Outlook, Lotus Notes)
* Systems that are familiar (Business Objects, AS 400, Fire, Hyperion, Oracle, VBA, Essbase, SAP, SharePoint, SUN, Lawson, Bloomberg)