**Cheung Chi Ying (Jenny)**

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**Work Experience**

Aug 2016 – Present **Custody and Fund Accounting Manager, Global Services, State Street Bank**

Responsibilities:

* Provide custody services for clients globally, such as Japan, Hong Kong, China etc
* Assist the senior manager of the team in daily operations and projects; and review and discuss issues requiring escalation with senior management
* Manage junior staffs responsible for the daily activities
* Act as the primary point of escalation for custody related queries and processing issues.
* Liaise with client services team for queries and outstanding problems
* Responsible for reviewing the daily transactions and monitoring including securities, standing instruction, cash and foreign exchange.
* During the course of normal day to day operation, responsible for identifying any unusual or potentially suspicious transaction activity

Apr 2014 – Jul 2016

**Assistant Manager, Treasury Services Delivery, Global Custody**

**HSBC**

Responsibilities:

* Monitor cash portfolios for clients such as sovereign wealth funds
* Use of AWD and Mutifonds system for daily cash management
* As a checker to monitor all client’s injection, payment, deposit and FX instructions after they are processed by the makers
* Monitor daily and forward day cash positions to ensure the accounts have sufficient funding for settlement of trades, bonds, mutual fund, currency swap or corporate actions events
* Ensure clients are informed in a timely manner for any potential currency overdraft
* Actively answer enquiries relayed by the client services team
* Reconcile the cash accounts to ensure no discrepancy, follow up on any outstanding issues, investigate and resolve breaks
* Participate in UAT of the new cash processing system

Achievements:

* Coordinate with project team in the successful introduction of a new cash processing system. The new system reduces a large number of manual processing works
* Take care of the on boarding and provision of ongoing cash management services to new clients who are global financial institutions since July 2014

Apr 2010 – Mar 2014

**Assistant Manager , International Sales (Foreign stock department)**

**Phillip Securities (HK) Ltd**

Responsibilities:

* Relationship manager of the Mainland China retail and corporate clients
* Monitor the daily operation of the department
* Perform margin calls, credit control and handle monthly rebate to corporate clients
* Supervise junior colleagues in dealing of local and foreign stocks, options and futures
* Perform daily stock position reconciliation and day-end trade reconciliation
* Perform post market trade allocation and monitor the counterparty fund balance
* Respond to client enquiries on corporate actions, settlement issues and share transfer
* Communicate with custodian to follow up on trade settlement and trade confirmations
* Business linkups with counterparties
* Use of Bloomberg for trading and checking upcoming corporate actions events

Achievements:

* Successfully introduce a new business model to the company that suits the needs of high frequency traders
* Coordinate middle office with IT department in the performance of UAT and implementation of a new automatic trade confirmation generating program to speed up the workflow
* In charge of the foreign stock one-month, one-stock promotion which increases client’s attention to the foreign stock trading service provided by the company

Jul 2007 – Sept 2007

**Summer Internship**

**China Mining Resources Group Limited**

Responsibilities:

* Assist in organizing company events, e.g. Shareholder Annual General Meeting
* Handle general office administrative work
* Handle phone calls from general public and investors

**Education**

1. -2009 University of Warwick, United Kingdom

**MSc in Management**

* 1. University of Sheffield, United Kingdom

**BA (Hons) Sociology (Second Upper Honour)**

* 1. Middlesex University, United Kingdom

**Year 1 – Major in Sociology**

**Additional Qualifications**

* + - * Passed the Leveraged Foreign Exchange Trading Examination in Dec 2012

**Language Skills**

* + - * Proficient in English, Cantonese and Mandarin
      * Took National Putonghua Proficiency Test in Aug 2010 – **Score: Grade Three, Level A**
      * Took International English Language Testing System (IELTS) in Aug 2008 –

**Overall Band Score: 7.5 (Listening: 7.5, Reading: 8.5, Writing: 6.5, Speaking: 6.5)**

**Computer Skills**

* + - Advanced user of Microsoft Word, Excel and PowerPoint
    - Typing: English – 40 wpm; Chinese – 30 wpm