

Michel Dupont

1 Singapore Street, Singapore 000000
Tel: 0000 0000 (Home), 0000 0000 (Mobile)
Email: adresse.email@singapore.com
Date of Birth: 31 December 1980

Notice period required: 1 month
Marital Status: Single
Spoken Languages: **French, English, Mandarin**

WORK EXPERIENCE

2007 - 2008

Company D Limited

Senior Associate - Custodial and Corporate Actions

Payment processing of various Financial Instruments which include

- Debt Securities (Listed and Unlisted) and Dividends
 - Liaisons with Registrars for payment details
 - Information provision to Depository Agents via Members Circulars
 - Withdrawal of debt securities and capturing within internal production system
 - Entitlement report checking & investigation of short positions
 - Funds conversion for entitlements paid in various different currencies
- Structured Warrants (New Distribution and Expiry)
 - Liaisons with Issuers and Legal Advisor for initial settlement details
 - Authentication of Authorised Signatories for Global Warrants
 - Crediting of Structured Warrants just prior to listing
 - Full Processing Action upon expiry settlement letters provided by issuers
 - Final Report Checking & ensuring prompt remittance of funds from Issuers

2004 - 2007

Company C Limited

Associate

- Sale of various Financial Products which include
 - Traditional Participating Life Insurance and Endowment products
 - Investment Linked Life Insurance (ILP), CPF single and recurrent premium Unit Trust products
- Awarded with
 - 2005
 - **Fast Track** Award - outstanding performance of newly contracted advisers
 - **Quality Club** Award
 - **Quality Club Elite** Award(Hong Kong)
 - **Star Club** Award (Vancouver)

2006

- **Quality Club** Award

2007

- Promoted to **Senior Associate**

2004

Company B Limited

Marketing Executive

- Branding and Telemarketing Consultant

2002

(2 months)

Company A Limited

Intern, Marketing Department

- Acquired marketing exposure to products in the IT sector
- Enhanced interpersonal skills for strengthening of client relationships

EDUCATION

- 2001 – 2004 **Nanyang Technological University**
Bachelor of Business (IT)
- 1999 – 2000 **School B**
GCE Advanced Level
Mathematics C, Further Mathematics, Physics & Economics
- 1995 – 1998 **School A**
GCE Ordinary Level
Distinctions in English, Mathematics (Additional), Mathematics (Elementary), Science
(Physics/Chemistry)

OTHER RELEVANT QUALIFICATIONS

Fully Licensed Practitioner of **Neuro-Linguistic Programming**
Diplôme d'Etudes en Langue Française (DELF) Level B2 – Fluent and Spontaneous use of the French language

EXTRA-CURRICULAR ACTIVITIES

Nanyang Technological University

2001 - 2004	Accountancy & Business Club	[Member]
	NTU Inter-Varsity Hockey Team	[Representative]
	NTU Inter-Hall Games	[Captain]
	- Hockey Champions	
	NTU Cultural Society	[Member]
	- Dance, Jam band, Choir	
	NTU Dinner & Dance committee	[Main Committee]
	- Head Pageant Coordinator	

NOTABLE SKILLS

- Effectively Trilingual
- Flexible communications skills
- Positive attitude towards learning
- Capable of working well under stress with minimal supervision
- Good team player, also well trained in leadership and motivational skills
- Excellent customer relationship management

CHARACTER REFERENCES

Name	Name
Position	Position
Company name	Company Name
Tel	Tel
Email	Email