

Marco Mak

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EDUCATION

Hong Kong Polytechnic University

Hong Kong, China

Bachelor of Business Administration (Hons) in Financial Services

Graduation Year: 2016

Wah Yan College, Kowloon

Hong Kong, China

Graduation Year: 2012

WORK & EXCHANGE EXPERIENCE

Jun 2018- Now **Industrial and Commercial Bank of China (DIFC)**

Dubai, U.A.E

Treasury Manager

- ☐ Trading in Money Market, FX and derivatives products
- ☐ Conducting regular stewardship reports for asset and liability management

Jul 2016- **ExxonMobil**

Hong Kong, China

Jun 2018 *Supply Coordinator*

- ☐ Barge scheduling, tanker receipt and monthly stewardship reporting (JDE/SAP system)
- ☐ APAC GRMS+ coordinator for preparation of monthly terminal reliability report (Tableau+)

Sep 2015- **Misys**

Hong Kong, China

Feb 2016 *Half-year Intern*

- ☐ Supporting to the APAC Head of Customer Support Services
- ☐ Data management and consolidation for monthly Global Management Reporting (SFDC, Excel VBA)

Jun-Aug 2015 **ExxonMobil**

Hong Kong, China

Summer Intern

- ☐ Maintained the JDE System & Berth Scheduling System (MS Access)
- ☐ Conducted monthly stewardship reports and the 2016 Budget Planning

Dec 2014 - **Hang Seng Bank**

Hong Kong, China

May 2015 *Half-year Intern- Corporate Banking*

- ☐ Joined the client and factory visits (Shenzhen) with relationship managers
- ☐ Prepared the annual reviews, remarks and interims for 10+ clients

Jun-Jul 2014 **Giant - Dairy Farm Singapore**

Singapore

Summer Intern

- ☐ Rotated between 3 departments (Cash Room, Back Office & Customer Services)
- ☐ Cooperated with management trainees for launching the "WeCare Service Campaign" for 1800+ staff

ACTIVITIES, HONORS & CERTIFICATIONS

1. CFA Level II Candidate
2. TOEIC 900/990 (Proficiency Level)
3. Japanese Language Proficiency Test (JLPT) N2
4. TOPIK (Korean Language Proficiency Test) Level 3