See Toh Kelvin seetohkelvin@gmail.com |+65 90258668

EDUCATION

NATIONAL University of SingaporeSingaporeDoctor of Philosophy, Management and Organization, expected completion 2026Aug 2020 - PresentMaster of Business AdministrationAug 2017- Jun 2020Operational Risk Management (Intermediate), (IBF Level 1)July 2017-Sept 2017

INTERNATIONAL COMPLIANCE TRAINING ACADEMY

Diploma in Anti-Money Laundering (IBF Level 2)

Apr 2016 - Jul 2017

• Grade Obtained: Distinction

Achieved "Best Individual AML/CFT Result" award

Advanced Certificate in Governance, Risk and Compliance (IBF Level 1)

Nov 2015-Mar 2016

• Grade Obtained: Distinction

NATIONAL UNIVERSITY OF SINGAPORE

Singapore

Singapore

Bachelor of Social Science, Hons (Economics)

Aug 2007-Aug 2011

Relevant coursework: Macroeconomics, International Economics, Econometrics, Microeconomics,

EXPERIENCE

OVERSEA-CHINESE BANKING CORPORATION

Singapore

Assistant Vice President, Head (Corporate Banking Compliance, Projects & Systems)

Sep 2020 – Present

- Led a team in charge of running projects, supporting new initiatives, reviewing and streamlining existing processes
- Project lead for multiple cross department/jurisdiction initiatives such as Project OneCDD (Hubbing of CDD processes to Singapore), and CDD Green Lane with OCBC Wing Hang
- Project lead for multiple RPA Bots such as SIBS Screenshot, E2E Periodic Review & Onboarding Bot, FATCA/CRS bot
- Key member for multiple initiatives such as Account Opening Transformation taskforce, Project Trust (Data Protection Trust Mark certification project)

Assistant Vice President, Team Lead (Account Services, Corporate Account Documentation)

Oct 2016 - Jul 2019

- Led 2 teams supporting account opening & maintenance of Corporate Banking retail & Treasury accounts, functional lead on Overseas team supporting Consumer accounts, Anti-Money Laundering On-boarding checks
- Trainer to Business Partners on Corporate Documentation
- Project Lead for Project Mango, coordinating various stake holders to Operationalize set up of OCBC Yangon Branch and Yangon Centralization, hubbing of Operations support to Overseas Hub
- Winner of CEO Quality Award Project Virtual Acquisition (Simplification of Corporate Onboarding)
- Represented in multiple cross divisional projects such as Project BOB (Premier Private Client onboarding), Project SDB (Digitization and support of Safe Deposit Box accounts), Project O2 (Streamlining onboarding of Treasury and Financial Institution customers), Project OneSIBS (Overhauling & upgrading of Core Banking system)
- Key member of Management Operating System Committee to streamline day to day operational issues
- Member of Algorithm Processing Taskforce to use RPA, Machine Learning to automate day to day processes
- In charge of recruitment and integration of new hires

Manager, Team Lead (Account Services, Signature Scanning Unit (Maintenance)

Feb 2014 - Oct 2016

- Led a team supporting maintenance of Corporate Banking retail & Treasury accounts,
- Key liaison to Corporate Banking unit as a Corporate Documentation, AML Screening specialist
- Exception handling for various customer issues

Assistant Manager, Team Member (Account Services, Signature Scanning Unit (Corprate New)

Jul 2012 - Feb 2014

- Supporting Account Opening of Corporate Accounts
- Corporate Documentation & Systems specialist for Signature Verification System
- Part of the Organizing committee of the 2013 Group Operations & Technology Dinner & Dance, as well as the Social & Recreation Club
- Workforce Development Agency ACTA: CU3B (Design and develop an OJT Program) & WTP: CW2 (Conduct a Competency- based Assessment) & WTP: CW1B (Conduct On-the-Job training) certified in the department, who successfully completed a training Blueprint and coached staff in its usage

Associate, Fresh Talent Program

Jul 2011 – Jul 2012

Rotated to Account Services, Treasury Operations as well as Risk & Prevention and was exposed to a wide range of
processing roles as well as projects based roles targeted at improving Departmental functions

SKILLS AND ACTIVITIES

- Experienced in Management, Project Management, as well as UAT/Systems testing & Operations Risk evaluation
- Highly proficient in English and Mandarin