



Alex Pobjoy | Curriculum Vitae

Desired location: Monaco

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Front / Middle Office Business Analyst | Change Coordinator Trade Support | Reconciliations | Risk Control

Highly skilled, self-motivated, curious and respected British National is fluent in French with a thorough understanding of equities, bonds, derivatives, spot FX, swaps, global custody, trust, including dealing with: settlements, reconciliations, corporate actions, margin calls, payments, swifts, trade processing, IT and confirmations. Experienced as a liaison with internal and external clients, asset managers, brokers, traders and bankers. Skilled in collaborating with all members of the organization to achieve business and financial objectives. Instrumental in streamlining and improving systems with digital processes, enhancing productivity, and implementing technology solutions to increase efficiency and to help minimize risk. Highly organized and keenly attentive to details. Demonstrated ability to manage multiple projects within stressful situations, tight budgets, and deadlines.

AREAS OF STRENGTH/SKILLS

- Automated tick back/regression & script testing
- Avaloq (2.5 years exp.)
- Bloomberg / Telekurs
- CLS - Continuous Linked
- EFOS / ETAS / BIMAS
- Euroclear / Euclid / Cedel
- Excel (VBA macros, Pivot Tables)
- FIX
- FX IntelliCharts
- FXCM Trading Station
- IGTplus (SWIFT)
- InVision / Google Docs
- Omgeo CTM/Oasys/Alert
- Reconciliations
- STP Automation
- Swift Alliance
- Settlements
- TeamViewer
- TradeWeb
- TradingView
- Trax
- UAT Testing

PROFESSIONAL EXPERIENCE

- 03/2021 to present **Family Property Management (Ferney-Voltaire/Cannes)**
- Property rental management via various channels (e.g. Airbnb, Booking.com, Vrbo).
 - Collaborated with professional photographers to optimise guest conversion rates.
 - Integrated a 3rd party AI channel manager to automate daily tasks (cleaners, smart lock codes), guest communication (e.g. check in/out instructions) and to ensure no double bookings between platforms.
 - Created automated guest message templates (e.g. Airport bus directions, city centre guidebook, early check in/late check out procedures, 5-star guest review message) to increase efficiency, improve guest conversion and to prompt the guest to also leave a 5-star review in order to maintain a well positioned listing and superhost status.
 - Installed WiFi cloud motion detection cameras to monitor guest movements via the mobile app.
 - Perform daily cash reconciliations to ensure platform payments have been received on time.
- 09/2017 – 02/2021 **Personal Projects** across Europe: including property development in the UK and France and well as spot FX programmed system trading.
- 10/2016 to 08/2017 **Deutsche Bank (Geneva) - contract**
Middle Office Trading Support / Reconciliations (using Avaloq + IGTplus for SWIFT messaging)
- Cash and Stock breaks investigation and resolving confirmation mismatches, monitoring and resolution for: FX spot/options/forwards/swaps, Money Markets, Loans/Deposits, Gold, Silver, Equities, Bonds, OTC Derivatives/Futures
 - Reconciliation of internal accounts balances

- Produce daily and monthly reports (breaks, tickets, trades, CME/CFTC, IRS Reports)
- Support FO traders, brokers, RMs and BO (Avaloq Sourcing) on any operational issues (corporate actions, SSIs, transfers, derivatives, settlement, failings trades, funds...).

05/2016 to 07/2016

Banque Syz, Geneva. 3 month contract to help the RBC handover Middle Office Networking & Reconciliations (using Avaloq + IGTplus)

- Reconciliation and investigation of all stock & cash positions
- Make bank to bank payments (MT202)
- CLS – Continuous Linked Settlement FX monitoring
- Collateral management for OTC Derivatives/Futures
- Verifying and issuing margin calls on futures
- Liaising with custodians, counterparties, traders & risk control
- Participate in ad hoc projects to improve systems, STP and to help minimise risk

01/2015 – 04/2016

CHFX Foreign Exchange – Geneva, Contract Business Analyst / Project Manager / Change Coordinator / UAT testing

- Project managed the entire setup of the online foreign exchange website from concept to completion.
- Gathered & documenting the specific requirements from the business owner and the relevant stakeholders.
- Developed, UAT tested (upon QA approval), script/scenario tested and validated an API currency tools with the developers to ensure minimum slippage against the online trading platform.
- Delivered a functional spot FX, Forwards & payments trading platform.
- Involved in workshops / training / presentations.
- Assisted/coordinated the preparation of user and system test scripts
- Provided a link between the company, customer, the development team and any third-party regarding software/platform functionality throughout the development cycle.
- Responsible for the initial system design & flow which was revised and repeatedly tested on staging (test server) until a good working model was ready to be taken to the programming / development stage.
- Continued its development giving continual feedback to the developers, maintaining strict attention to detail at all times and optimisation once it went live.
- Project managed the developers in South Africa via daily phone & video conferences to keep the project coordinated, on budget and in line with the business plans and time frames allocated.
- Strategic analysis undertaken and delivered to inform, manage and drive stakeholder expectations.
- Managed a team of 4 (1 internal, 3 external).

09/2012 – 10/2014

HSBC PRIVATE BANK (SUISSE) SA, Geneva. Permanent role. Front/Middle Office - Trading Floor: Trading Support / Reconciliations / Risk Control Equities, Bonds, Derivatives, Structured Products, FX, New Issues)

- Support trading activity by ensuring timely and accurate transmission of trade executions through core systems (Bloomberg, FOS, eFOS, Trading Screen, MarketAxess). Support Trading Management through monitoring of control and compliance requirements for trading activity. Contribute to an efficient, controlled and compliant trading environment.
- Execution, re-booking, reversal, updating of trades as required by the RM, Banker or Asset Manager.
- Timely identification, investigation, resolution and communication of trade related issues (through GTM – MS Access based proprietary tool) during the routine Trading Support checks and reconciliations, as well as from operations/back office.
- Daily reconciliation of OMS/eFOS against Core Trading Platforms for early identification of trading issues.
- Clear and effective communication of trading issues and required redemptive actions with internal (bankers, traders, corporate actions, IT, back office/operations) and external partners where necessary.

- Daily resolution of Unmatched, Mismatched and Alleged and Pooled trade discrepancies raised in OMS (GTM) or by e-mail from key business partners.
- UAT testing activities related to core trading system developments (upgrade from FOS to eFOS). Planned to be UAT testing on the AVALOQ integration.

01/2012 – 09/2012

**HSBC Guyerzeller Trust Company, Zurich - (subsequently transferred to Geneva)
Trust Administrator / Client Services Support (CSS)**

- Day to day administration of client entities (trust/foundations/underlying companies)
- Preparation of board minutes and trustees' resolutions.
- Posting accounting entries and preparation of accurate financial statements.
- Preparing accurate timesheets and fee notes for billing.
- Preparing and processing documentation for account opening/closure.
- Assisting senior management in all duties relating to client portfolios.

11/2009 – 06/2011

**Barclays Wealth, Geneva, Switzerland. Permanent role
Middle Office Analyst, Trade Processing/Operations Analyst, UAT testing. Equities,
Bonds, Derivatives (using AVALOQ)**

- End to end ownership of equities/bonds/derivatives trades processing in designated markets (DTC/US Treasuries, Crest/UK Treasuries, Clearstream, France, Italy, Germany, Spain, Holland, Switzerland, Hong Kong, Japan, Dubai, Singapore, Thailand, Cross-borders and Free Transfers).
- Ensuring timely and accurate trade bookings, allocations and amendments using Avaloq and Omgeo/Oasys. Booking of DVPs/RVPs.
- Ensure missing broker confirmations are proactively chased from T1.
- Proactively managing pre-settlement reports, fixing any swift message errors, managing fails and netting trades where necessary to ensure minimal exposure. Actively chase and escalate any settlement issues.
- Performed UAT testing for the migration of the AVALOQ 2.7 trading system update and the integration of CTM Omgeo CTM/Oasys.
- Coordinated/Wrote 70+ pages of procedures for the department in time for our audit inspection as well as daily MIS / KPI reports.

11/2008 – 10/2009

Proprietary spot FX Trading / Testing. Monaco

- UAT Testing, script testing and implementation of multiple automated electronic FX portfolio systems.
- Spot FX trading & trading of the underlying interest swap derivative.
- Automated Tick back testing of historical data signals.
- Import of DDE/Live Streaming data from external sources IntelliCharts software into Excel using VBA and various macros to assess: risk on available margin, rollover interest, potential profit/loss, maximum leverage depending on available equity.

08/2008 – 11/2008

**Merrill Lynch Wealth Management. London
Middle Office Trade Processing, FX Treasury, Equity/Derivative Reconciliations**

- Responsible for trade capture, settlements, transactions and cash balance reporting.
- Handled trade processing products including FX, Gilts (UK Treasuries), US Treasuries, JGBs, cash equities derivatives.
- Completed stock and cash reconciliations.
- Sent instructions using SWIFT Alliance.
- Responsible for writing and recording macros for control reporting.
- Prepared reports for daily meetings with operations control.
- Continuously looked for ways to improve STP to and increase automation & efficiency.

02/2006 – 08/2008

Getabankjob.com. London
Business Analyst / Project Manager.

- Project managed the entire setup of the job board from initial concept to completion and continued its development, maintaining strict attention to details at all times and optimisation once it went live.
- Project managed the designers in London, programmers in South Africa, marketing/promotion, translators, financial & management accountants, via daily meetings to keep the project coordinated, on budget and in line with the business plans and time frames allocated.
- Responsible for the initial system design & flow which was revised until a good working model was ready to be taken to the programming/development stage.
- Repeatedly UAT tested and validated the live systems on a test server until the right objectives had been met to take it to the live server.

08/2004 – 01/2006

1 month intense FX trading course/exams through FXCM (Forex Capital Markets New York) followed by proprietary spot FX trading. Monte-Carlo, Monaco

- Went on a one month daily intensive FX trading course through FXCM (Forex Capital Markets) in New York. This is something I have been watching closely since I have been living in France (in EUR), working in Switzerland (in CHF) and converting both ways back to sterling. Having bought a French property in EUR with a CHF mortgagee (because Worked in Geneva) and seeing the potential gains/losses every day I took more and more interest in the foreign exchange market. Decided to go one step further, and went on an FX course in New York. In a class of over 40 students and after 10 exams, came top with average of 99%.

08/2002 – 08/2004

JP Morgan Private Bank. Geneva, Switzerland.
Middle Office, FX/MM, Equity / Derivatives Analyst, Free Transfers, Operations

- Worked as FX/MM, cash equities, bonds/treasuries (UK & US), derivatives settlements clearing specialist to resolve trade breaks and ensure correct booking.
- Dealt with pre-matching, fails, cash reconciliations and SWIFT messages.

06/1997 – 01/2002

Merrill Lynch, Credit Suisse, Mellon Bank, Chase Manhattan and Bankers Trust. London
Trade Clearing Analyst, Settlements, Equity Derivative & Reconciliations Analyst

- Responsible for Far East domestic settlements (cash equities and JGBs) and SWIFT payments as well as UK & US Treasuries, JGBs, cash equities, and fixed income bonds.
- Responsible for German/Danish/Swedish/Norwegian & Finnish Government bonds & repos.
- Dealt with cash and stock reconciliations, clearing breaks, confirmations, interest claims and instructions.

EDUCATION

2004 – 2004 **FXCM, New York**
Spot FX trading course (Economics/Fundamentals)
1996 - 1997: **King's College London, UK**
Read for BA French with Applied Computing and German Diploma
1994 - 1996: **Sheffield University, UK**
Read for BSc in Business Management
1989 - 1994: **Epsom College, Surrey, UK**
A-Levels (Maths, French, German)