

Gérald Forget

Rue de la Chapelle 29
B-6750 Musson
gerald.forget2281@gmail.com
+352 691 74 44 21



Transfer Agent

French – English – German
Client oriented – Team spirit

COMPETENCES

Analysis and process

- input and checked fund orders in respect of the different cut-offs
- dealt with manual payments
- coordinated testing of new functionalities
- participated in new clients' onboarding process

Communication

- resolved clients' queries by working closely with other internal departments
- prepared and distributed reports and statistics
- wrote and updated internal procedures

Respect the rules and procedures

- follow the rules and procedures
- respect of data confidentiality

EMPLOYMENT HISTORY

Nomura Bank (Luxembourg) 11 month fixed-term contract

2015-2016 **Financial Engineering and Structured Products Officer**

- reviewing commercial and legal documentation of new products
- performing and controlling the setup of new trades into various banking systems
- monitoring MTNs related cash flows and settlements with counterparties and holders
- reviewing and controlling rate fixings on MTNs are compliant with legal documentation
- introducing paying agent claims to relevant issuers and agents
- monitoring back to back swaps related cash flows and settlements with counterparties

RBC Investor & Treasury Services Bank

2010-2014 **Customer Support Representative**

- mitigated the financial and reputational risk by ensuring appropriate answers in compliance with regulatory requirements
- resolved clients' queries by working closely with other internal departments (Dealing department, Registration department, Special Events department...)
- answered phone calls from institutional and private investors, fund promoters concerning all Transfer Agency matters

2002-2009 **Transfer Agent – US & UK Desk**

- input and checked the transactions: subscriptions, redemptions, transfers and switches in respect of the different cut-offs
- processed and checked Forex
- calculated, controlled dividends and commissions
- completed and sent out cash-flow reports to fund managers and fund promoters, custody and accounting departments
- dealt with manual payments for redemptions, dividends and commissions
- processed enhancements and changes to the structure of the funds (launches of funds, mergers, fund closures)
- wrote and updated internal procedures
- tested new functionalities in collaboration with the IT department

Banque Internationale à Luxembourg

1998-2002 **Back Office Employee – Derivative Products**

- liaised with Trading/Sales to ensure timely booking of new trades and amendments to existing bookings for the derivative products (futures, options, swaps, credit default swaps, MTNs)
- managed the life cycle events on existing trade population, including the rate fixing control on MTNs with the legal documentation
- controlled the information through Bloomberg and Reuters
- developed awareness of ISDA, key definitions and standards

1997-1998 **Fund Accountant**

- calculated NAV of funds on a daily, weekly and monthly basis
- reconciled cash and securities accounts with the custodian bank
- prepared and distributed reports and statistics to investment management.

EDUCATION / QUALIFICATIONS

2016 Initiation to management
Forem training course

Since 2002 Vocational trainings:
CSSF mandatory trainings on AML and KYC policies on a yearly basis
Professional ethics

1997 Bachelor in Foreign Trade (BAC+3)
Haute Ecole Francisco Ferrer - Bruxelles

1996 Bachelor in Executive Management (BAC+3)
Haute Ecole de Namur Liège Luxembourg - Arlon

LANGUAGES

French: Mother tongue

English: Fluent

German: Good knowledge

IT SKILLS

Microsoft Office: Outlook, Access, Word, Powerpoint, advanced Excel, VBA

Financial Data providers' systems: Bloomberg, Reuters

Olympic, Kondor+ and other internal banking systems

INTERESTS

Musician in the band "Les Harmonies" of Halanzy: I play the euphonium.

PERSONAL DETAILS

Nationality: Belgian

Date of Birth: 29 January 1975

Status: Married, two children