

## **IGNATIUS**

### **Work Experience**

#### **Watiga & Co. (S) Pte Ltd**

##### **Senior Client Services Accountant – October 2016 to Present**

Watiga Trust Pte Ltd and its parent company Watiga & Co. are boutique trust, agency and fund administration firms, with a focus on alternative investments in Southeast Asia.

- Managing the trust/fund administration service line, production of investor reports, financial statements, NAV calculations, monthly reconciliations and liaising with external service providers
- Supporting client services in the development of finance operations and functions including with respect to trust and agency financial accounting and administration
- Act as one of the signatories for maintains client's trust bank accounts to enhance security, independence and objective for FinTech participants
- Reviewing monthly internal financial and management accounts which prepared by the external accountant
- Providing Management with internal financial and management accounts for financial and risk monitoring, preparation of statutory financial statements, bank and financial accounts reconciliation
- Developing and maintaining internal financial controls and effective accounting system
- Onboarding of new clients, screening and verification of client KYC documents
- Reviewing clients' trust accounts periodically
- Assisting with FATCA / CRS reporting

#### **Portcullis Fund Administrations (S) Pte Ltd**

##### **Senior Fund Accountant – October 2011 to September 2016**

- A Senior Fund Accountant is primarily responsible for all aspects of day-to-day fund accounting, preparation or review of accurate and timely Net Assets Values (NAV) and performing the administration of and any services under administration agreements in respect of a portfolio of hedge funds
- Calculation and ensure the accuracy of Net Asset Value, including monthly expenses accrual, preparation of month-end balance sheet reconciliations to ensure all balances have been correctly reported, documented and supported
- Deal with the funds' transfer agent services including subscriptions, redemption, transfers, collection of due diligence documentation, maintain an up-to-date list of shareholders in the fund, as well as handle related compliance requirements
- Manage timely completion of corporate action transactions, trade processing, redemption payments and banking instructions
- Record accurately, and ensure compliant with the company policies and authentication procedures, such accounting records as securities positions, review of corporate actions or distributions at the portfolio level
- Calculation of management and performance fees, and preparation of billing to clients.
- Perform of due diligence identification of shareholders of the Fund
- Liaise and work closely with clients, investment managers, investment advisors/managers, banks, brokers and auditors and other fund participant resolve any service delivery matter
- Provide Investors with periodic financial statements and coordinate the annual audit
- Preparation of Financial Statements for Auditing Purposes in compliance with IFRS requirements.
- Preparing year-end file and liaising with auditors
- Training & coaching new Fund Accounting staff

**The Bank of New York Mellon Corporation – Singapore**  
**Fund Accountant** – October 2007 to September 2011

- A Fund Accountant is primarily responsible for daily fund accounting, including fund valuation, cash and position reconciliation, resolution of discrepancies with transfer agent's and custodian's records, etc.
- Manage timely completion of corporate action transactions, trade processing, redemption payments and banking instructions
- Record accurately, and ensure compliant with the Bank policies and authentication procedures, such accounting records as securities positions, review of corporate actions or distributions at the portfolio level
- Acting as the first point of escalation in resolving issues/bottlenecks raised by clients
- Prepare month end regulatory and clients' reports for submission to the relevant authority

**Centillion Environment & Recycling Limited**  
**Senior Accounts Executive** – January to September 2007

- Handle full set of accounts for subsidiary Centillion Environment & Recycling (Singapore) Pte Ltd
- Review books from Centillion Investment China Pte Ltd (Subsidiary of Centillion Environment & Recycling (Singapore) Pte Ltd)
- Supervise two staffs and assist in overseeing daily finance operations
- Maintain of Inventory and Fixed Assets module
- Handle GST matters and submission GST return
- Monitor cash flow, funds transfer and to ensure settlement from overseas inter-companies
- Prepare cash flow forecast and funds management

**SCA Packaging Singapore Pte Ltd (Swedish MNC)**  
**Accountant** – September 2005 to October 2006

- Report to Regional South East Asia Finance Manager and Assistant Finance Manager (Singapore). My scope of responsibilities embraces of handling one full set of accounts and supervising the accounts receivable and payable junior staffs.
- Preparing payroll for 155 workers and 35 office staffs. Including payroll of a subsidiary, SCA Packaging Jurong Pte Ltd for 42 workers and 8 office staffs (using the Payroll software: EASY Payroll Enterprise)
- Preparing weekly cash flow forecast and cash management report
- Liaise with the Insurance company on shipment matters
- Liaise with banker on import Letter of credit
- Preparation of financial & management report
- Perform month-end closing

**Hor Kew Private Limited, a subsidiary of Hor Kew Corporation Limited**  
**Finance Executive** – September 2004 to September 2005

- Report directly to Group Financial Controller. My scope of responsibilities embraces of handling one full set account for a subsidiary of Hor Kew Group and full functions of accounts payable for Hor Kew Private Limited.
- Check and verify staff reimbursements and directors claims
- Prepare monthly reconciliation of inter-company balances and transactions
- Liaise with auditor on the accounts payables during the half year and year-end audit
- Prepare the monthly schedule of Trade and Miscellaneous Creditors

**Hoo Haut Engineering Pte Ltd**  
**Accounts Assistant** – October 2001 to August 2004

- Accounts Payables
- Accounts Receivables
- General Journal Entries

- Prepare foreign workers payroll

## **Education**

**Anglia Ruskin University (UK)** – 1998 to 2001

(Formerly known as: Anglia Polytechnic University)

Bachelor of Art in Accounting (Lower Second Class Honour)

**University of Cambridge** – 1997

A Level (Local Examination Syndicate)

**Union High School** – 1990 to 1996

(Penang, Malaysia, Chinese Medium)

Malaysia Education Certificate

## **Skills and Activities**

**Language:** English (Proficient); Mandarin (Proficient); Malay (Intermediate)

**IT:** MS Word (Proficient); MS Excel (Proficient); MS PowerPoint (Intermediate)

**Accounting System Skills:** eFront; Paxus; Sungard; QuickBooks; Sun Financial and Peachtree

**Courses / Product Training:** PWC S-VACC's briefing; Guard Against Bankruptcy (Seminar);

Anti-Money Laundering Workshop by Sidley Austin LLP;

Guest Speaker – RSM Financial Services Vertical training – Introduction to the  
World of Financial Services