

## *Personal Details*

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## *Summary*

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**An innovative Certified Public Accountant with a flair for VBA programming. Well versed in both Private Equity and Hedge Fund accounting. Capable of automating and improve processes through MS Excel and Outlook automation.**

## *Work Experience*

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### **Partners Group AG**

**2016 November – Current**

#### **✓ Fund Controller**

- ✓ Review and sign off daily fund valuation / unit pricing for Defined Contributions products
- ✓ Review and sign off monthly and weekly open-ended and semi-liquid (combination of both public and private investments) products
- ✓ Calculate and review fees related to the funds
- ✓ Preparation of regulatory reporting (Lux/Swiss/Aus)
- ✓ Coordination of annual external audits
- ✓ Manage and monitor external administrators and service providers
- ✓ Perform operation due diligence of Service providers
- ✓ Present operation flow in client in-house due diligence meetings
- ✓ Respond to internal and external client and auditor requests

### **Partners Group AG**

**2015 October – 2016 October**

#### **✓ Fund Accountant**

- ✓ Handle net asset value finalization of global private markets investments funds
- ✓ Cash and portfolio reconciliation
- ✓ Portfolio valuation analysis
- ✓ Income and expense accruals
- ✓ Amortization of prepayments
- ✓ Hedge and stock distribution valuation
- ✓ Reconciliation of general ledger, sub-ledger and financial schedules
- ✓ Monitor and manage outstanding payables and receivables
- ✓ Review legal documents (including but not limited to agreements, constituent documents and side letters) relating to assigned products
- ✓ Respond to internal and external client and auditor requests
- ✓ Oversee product compliance including proper documentation of processes and procedures

**CITCO Fund Services.****2014 March – 2015 October****✓ Fund Accountant**

- ✓ Prepare daily Financial Statements for various Hedge Funds.
- ✓ Calculate Net Asset Value
- ✓ Perform Profit and Loss analysis.
- ✓ Handle income and expense accruals.
- ✓ Amortization of prepayments
- ✓ Prepare Cash, Portfolio, Trades and Accrual Dividend Reconciliations.
- ✓ Maintain contacts with Brokers, Investment Managers, Banks and Client.
- ✓ Control payment transactions.
- ✓ Liaise with international clients and other offices to ensure client needs are met.
- ✓ Perform ad hoc bookkeeping and maintaining General Ledger.

***Education and Qualifications***

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**Certified Public Accountant (Australia)****2015****Member of CPA Australia****University of Western Australia****2010 – 2013****Bachelor of Commerce – Triple Major: Financial Accounting, Investment Finance and Corporate Finance**

- Successfully achieved a weighted average grade of Distinction.

***Technology skills***

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- Visual Basic for Application – Excel / Outlook
- Expert MS Excel Knowledge
- Basic T-SQL programming
- Adobe Photoshop & Lightroom
- SAP 21 Accounting software.
- Oracle
- AEXEO
- Bloomberg Terminal

***Language Proficiency***

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- English and Mandarin Chinese.

***Hobbies and Interests***

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- Coding
- Reading
- Cryptocurrencies