

LIEW SHU JUN (MS)

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Email : shujun_xwai@yahoo.com**EDUCATION**

	Association of Chartered Certified Accountants (ACCA)
July 2006 – Dec 2007	University of Adelaide (Australia) Bachelor of Commerce (Corporate Finance)
Jul 2000 – May 2003	Singapore Polytechnic (Singapore) Diploma in Business Administration
Jan 1994 – Dec 1999	Shen Jai High School (Malaysia) Unified Examination Certificate (UEC)

EXPERIENCE

Portcullis Fund Administration (S) Pte Ltd Senior Fund Accountant Oct 2016 – current	<ul style="list-style-type: none">• Prepare daily, monthly and quarterly Net Asset Valuation, Financial Statements and Management/Performance analysis for hedge funds and private equity funds.• Manage 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.• Provide investors with periodic financial statements and co-ordinate the annual audit.• Provide high quality efficient back office fund administration services.
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<p>Bank of New York Mellon Senior Fund Accountant July 2013 – July 2016</p>	<ul style="list-style-type: none"> • Oversees all activities related to the valuation of various types of funds, perform custodian and fund accounting functions, included equity, fixed income, FX and derivatives funds. • Review the valuation of Net Asset Value for the portfolio of equities, bonds and derivatives funds. • Ensure the accuracy of NAV reports are prepared and release to clients accurately and timely before the cut-off time/deadlines. • Ensure monthly preparation of customized reports for clients are on time. Provide clients with the information needed for their managing reports. • Review monthly and quarterly fees (fund administration fees, custody fees, investment manager fee, trustee fees, audit fees etc.) computations and ensure payments transfer correctly to recipients' bank accounts. • Review Financial Statement and all the audit workings and responsible for following through the audit processes. • Assist external auditors with the reports/information needed for their walkthrough, test of control and other audit purposes. • Liaise with auditors, trustees and various parties for the whole audit process. • Responsible for new funds setup, includes creation of the new fund in system, new fees accrual setup, linkage of new safe keep and bank accounts opening etc. • Communicate with Investment Manager and Trustees for the Investment Management Agreement as well as the Service Level Agreements. • Prepare Private Placement Memorandum (PPM) and Operating Memorandum (OM) for the new fund or update for the existing funds if there is any changes or updates. • Liaise and maintain good relationships with external clients, fund managers, trustees, auditors and counterparties within the company to mitigate and improve operations. • Train new joiners on the fund accounting controls and procedures as well as the general knowledge of the fund accounting. • Advise and provide guidance for 6 juniors on the issues faced during the process of funds valuation and any other work related problems. • Oversee the team when team leader is not around and handle issues in order to ensure the team works well.
<p>Citibank Singapore Ltd Fund Accountant August 2011 – June 2013</p>	<ul style="list-style-type: none"> • Prepare daily valuation of Net Asset Value (NAV) for portfolio of equities, bonds and derivatives funds. • Perform cash reconciliation with custodian and investigate cash breaks and reconciling items. • Ensure funds transfer, incoming funds for subscription and outgoing funds for redemption are accurate and in time. Liaise with custodian banks and Transfer Agents. • Take into account the subscription and redemption orders of the investors from difference share classes accurate and timely. • Identify corporate action events and take into account the entitlement for the securities hold by the funds. Liaise with Corporate Action team and custodians. • Ensure all trades are process accurately and timely accordingly to client (Investment Manager) specific requirements and deadlines. • Identify potential failed or unmatched trades with custody side and perform securities position reconciliation. • Review and understand security pricing matrix for accuracy of securities pricing with reasonableness and variance check for exceptions. • Accounting for all daily activities in an accurate and timely manner. • Prepare Financial Statements and workings for auditors.

<p>State Street Bank and Trust Fund Accountant July 2010 – July 2011</p>	<ul style="list-style-type: none"> • Daily and monthly valuation of Net Asset Value (NAV) and determining dividend and distribution rates. • Verify and research corporate actions entitlements, e.g. stock/cash dividends, stock splits, merger & acquisitions and right issues. • Prepare Financial Statement and monthly customized reports for clients. • Daily risk assessment of the potential failed or unmatched trades in the market. • Reconcile cash and fund share transactions; resolution of discrepancies with transfer agent's and custodian's records. • Ensure all transactions meet appropriate requirements and complete trade processing accurately and timely according to market and client specific requirements and deadlines. • Account for all daily activities (purchases, sales, income accruals, etc.) in an accurate and timely manner, and maintains all required controls to ensure overall accuracy. • Maintain daily supporting schedules for all outstanding items, prepares daily accounting control reports reconciliation. • Provide information needed to prepare financial reports for shareholder, director and management reports, in an accurate and timely manner. • Review security pricing information for accuracy and completion along with all fund activity for reasonableness and researches exceptions.
<p>Ernst & Young LLP External Auditor (Assurance and Advisory Business Services) June 2008 – June 2010</p>	<ul style="list-style-type: none"> • Perform audit procedures (substantive procedures and control testing) to identify and minimize the risks of material misstatements to the financial statements. • Understand each of the clients' (from small business to multinational corporations) industry, its environment and associated risks. • Design and perform audit procedures to identify and minimize the risks of material misstatements to the financial statements. • Liaise with clients to obtain the information and explanations needed to support audit opinion and help clients improve their financial communications and financial process. • Technically contributes to Assurance engagements and internal projects. • Anticipate and identify risks, and escalates issues as appropriate. Determine that delivered work is of high quality and is reviewed by next-level reviewer. • Prepare financial statements in compliance with the Singapore Financial Reporting Standards. • Analyse the key data issues, patterns, and trends to identify their implications. • Evaluate and discuss internal control procedures with clients. • Audited industries included banking & finance, educational institution, shipping industry etc.
<p>DHL Global Forwarding Pte Ltd Sea Freight Operations Supervisor (Import&Export) July 2003 – Jun 2006</p>	<ul style="list-style-type: none"> • Prepare shipping documents e.g. Delivery orders, Bill of Lading and verifying Letter of Credit and Banker's Guarantee. • Coordinate and liaise closely and timely with customers, third party logistics, contractors, shipping lines and Singapore Customs. • Declare cargoes inward and transshipment customs permits and declaration of the dangerous and outsize cargoes. • Handle and monitor the procedures of air, sea and road shipments import, export and transship from difference countries to countries. • Make promptly arrangements for vessels (containers) arrival, cargo clearance, trucking, warehousing and delivery. • Prepare monthly report, generate invoices to bill customers, rectifies errors and collect charges.

SKILLS & ABILITIES

- Strong knowledge of fund accounting and excellent accounting technical skills.
- Knowledge of market financial information providers: Bloomberg, Reuter and Interactive Data.
- Competent in the usage of Fund Accounting software (Oracle, Multifond & Paxus), Microsoft Office, Trade Net (AS400), WMS system, ERP/SAP System and UBS System.
- Languages spoken and written: English, Chinese, Cantonese and Malay.

CO- CURRICULAR ACTIVITIES / ACHIEVEMENTS

• 2006 – 2007	Member of School of Commerce Club, University of Adelaide (Australia)
• 2000 – 2003	Member of Business Administration Club, Singapore Polytechnic Member of Red Cross Society, Singapore Polytechnic
• 1999 – 2000	Youth Sergeant and vice chairman of the Red Cross/Crescent Society, Youth 46 th , Malaysia
• 1998 – 1999	Secretary and team leader of the Red Cross/Crescent Society, Youth 46 th , Malaysia
• 1997 – 1998	Youth Corporal and commander of the Red Cross/Crescent Society, Youth 46 th , Malaysia