

Casey Lann Creencia

617D Punggol Drive, #02-827, Singapore 824617
Mobile No.: +65 9814 5763 E-mail address: kcielann.04@gmail.com

Personal Profile

- A diligent and highly responsible professional with global experience in Funds – Administration, Accounting and Transfer Agency Operations, Registration, AML, Dealing, Settlement and Client Service (Offshore, Southeast Asia, Middle East, North Africa, Luxembourg Funds)
- Consistently achieve high performance rating by being effective and efficient employee all the time
- Proven track experiences in Fund Accounting and Real Estate Accounting

Professional Experience

Apex Fund Services
Singapore

August 8, 2016 – present

Senior Fund Accountant

- Reviews daily, weekly and monthly Net Asset Value reports and other related reports prepared by the Fund Accountants and prepares Net Asset Value reports and other related reports of the more complex funds
- Reviews the money wire transactions prepared by the Fund Accountants
- Assists the Fund Accountants in ensuring effective and efficient submission of all deliverables
- Provides training and assistance to the Fund Accountants in Transfer Agency dealing, processing, and controls
- Ensures adherence of the Fund Accountants to internal controls and policies and procedures
- Provides assistance to the Account Managers in terms of managing the team and in resolving any operational issues
- Coordinates with the Account Managers with any progresses and issues by each team members
- Resolves queries of clients and ensure good relationship management and assists the Fund Accountants in providing first level account management
- Works with technology department to resolve any issues and improve processes
- Assists with the audit and preparation of annual financial statements and reviews Fund Accountants' answers to audit-related queries
- Continuously trains and coaches the new and existing team members

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Apex Fund Services
Manama, Bahrain

July 13, 2013 – August 5, 2016

Senior Fund Accountant

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Fund Accountant

- Prepares daily, weekly and monthly Net Asset Value reports and other related reports
- Provides a premier client service to a defined group of clients by building strong relationships with the investment manager and any other third parties
- Calculates the Management and Incentive fees on a monthly basis
- Manages daily cash reconciliations and other broker reports
- Prepares and review money wire transactions requests
- Assists queries of clients and provides first level account management
- Works with technology department to resolve any issues and improve processes
- Assists with the audit and preparation of annual financial statements □ Trains and coaches new team members

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Transfer Agent

- Performs Anti-Money Laundering verification and World Check on investors
- Processes trades (subscriptions, redemptions, exchanges and transfers) and makes sure they are processed on a relevant dealing period
- Prepares and review monthly reports for client and shareholders – Share Register Report, Share Transactions Report, Investor Statements, Contract Notes, and other related reports
- Manages audit requests of the fund and investors' holdings
- Ensures high level of service to clients, investors and partners
- Ensures that procedures, policies and processes are adhered to so that a high quality service is delivered to clients

Accountant / Administrator

- Assists with the preparation and analysis of monthly Financial Statements
- Manages all accounting and administrative duties and responsibilities within the company
- Coordinates with Group Accountants for any variances between the company's budgeted and actual costs
- Prepares monthly Invoices of the Funds
- Reconciles Bank Statement with Monthly Reports
- Prepares Payment Vouchers for approval and processes disbursement for payments ensuing compliance to company standard and policies
- Prepares Payroll for the employees and assists in any HR-related matters □ Manages all office-related issues and requirements

Royal Ambassador Property Management S.P.C.
Manama, Bahrain

Mar 2010 – Jul 2013

Accountant

- Manages all accounting-related duties and responsibilities
- Coordinates with Accounts Department in Head Office
- Maintains and updates files
- Generates the monthly invoices and issue receipts
- Prepares and analyzes Revenue Reports on monthly basis

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- Reconcile Bank Statement with Monthly Collection Report
- Prepares Payment Vouchers for approval and processes disbursement for payments ensuing compliance to company standard and policies.
- Prepares Statement of Accounts
- Monitors and controls utility costs and expenses & handles petty cash fund

Office Administrator and Manager

- Maintains all office-related matters
- Maintains and generates Weekly and Monthly Report.
- Responds to all letters from contractors / clients / suppliers
- Escalate the problem to the Manager for urgent and major problems □ Prepares contracts and termination letter for contractors.
- Receives all tenant complaints, requests and inquiries
- Maintain a high standard of customer care for all tenants and nationalities
- Responds to all request/complaint letters from tenant □ Follow up on payment procedures with the tenant □ Generates offer letter to market the vacant flats.
- Update and maintain tenants' information database.
- Prepares contracts and termination letter for contractors.
- Maintain the Lease Agreement of all the tenants.
- Generates the Lease Agreement for new tenant and lease agreement renewal
- Coordinates and negotiate with the client and agents for the rates of the flats
- Supervise the time in and out for all staff
- Assign duties to other staff and give instructions regarding work methods and routines

Kooheji Contractors WLL

July 2008 – Sep 2009

Dubai, U.A.E.

Accountant

- Maintains all office-related matters including accounts
- Coordinates with Accounts Department in Head Office
- Maintains Jebel Ali Projects files
- Prepares Bill of Quantities for sub-contractors
- Handles invoices, receipts, reimbursements, etc.
- Handles petty cash fund
- Manages all accounting-related duties and responsibilities

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Nov 2007 – Apr 2008

Mapfre Insular Insurance Corporation

Muntinlupa, Philippines

Administration and Accounting Assistant

- Performs bookkeeping (cash receipts, cash disbursements, journal vouchers)
- Performs accounting support duties including processing and reconciling account transactions and maintaining files
- Processes disbursement for payments ensuing compliance to company standard and policies.
- Issues checks and official receipts
- Handles petty cash and commission fund
- Issues commission fund to agents
- Prepares statement of accounts
- Collects receivables from clients and sub-agents

E d u c a t i o n

Philippine School of Business Administration Manila, Philippines **2003 – 2007**

- Bachelor Degree of Science in Accountancy
- Dean's Lister
- Quezon City Scholarship and Youth Development Program Scholar

University of the Philippines Quezon City, Philippines **2002 – 2003**

- Bachelor of Secondary Education

Novaliches High School Quezon City, Philippines **1998 – 2002**

- Salutatorian (2nd of the Graduating Batch)

Nagkaisang Nasyon Elem. School Quezon City, Philippines **1992 – 1998**

- Valedictorian (1st of the Graduating Batch)
- Jaime Torres Scholarship Program Scholar

M e m b e r s h i p & A f f i l i a t i o n s

- Toastmasters International – Jan 2013 to present
- 4S Share a Secret Spread Success Foundation – 2007 to present
- Parish Youth Ministry Philippines (Adviser) – 2000 to present
- Youth Council Philippines (Chairperson) – 2002 to 2007
- Novaliches High School Newspaper (Managing Editor) – 2001 to 2002

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Special Skills

- can communicate in English language effectively (written and spoken)
- knowledge of Fund Accounting software and applications – Bloomberg, Reuters, and Paxus
- has a very good command in computer applications – Microsoft Word, Excel, Outlook, PowerPoint
- has a sense of leadership