

# AI LIN

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## WORK EXPERIENCE

### Gordian Capital Singapore Private Limited

Nov 2014 - now

#### Investment Operations Associate

- Day-to-day fund operations: Place/Monitor trades via TORA/Newport/Bloomberg/Triton according to advices, check trade settlements, update portfolios, positions matching, NAV calculation, and cash reconciliations.
- Liaise and provide support to all relevant internal and external parties. Such as portfolio managers, prime brokers, fund administrators and auditors, etc.
- Identify and enhance internal calculation files using VBA and formulas. Review and approve monthly NAV pack from administrators.
- Provide support on new funds onboarding, which includes AML checks on world check/website to flag out any high-risk investors/relevant parties. Follow up and prepare documents for Broker/bank account opening.
- In charge of management/performance fees calculation and billing for hedge funds; Calculate distributor/advisory fees/portfolio manager salaries and do payment accordingly.
- Train and supervise new employees on daily/monthly fund operations.
- Monthly update of company level transactions through MYOB, and cooperate with the head of operations & CEO on company audit matters.

### 3V SourceOne Capital, Internship in Singapore

Apr 2014 - Jul 2014

- Involved in due diligence, report writing and company valuation on investment deals.
- Met and interviewed leaders in potential companies.
- Reviewed company portfolio and update the internal record if necessary.
- Planned and organized company strategic meeting, which involved communication with directors and materials preparation.
- Engaged in activities or networking session to keep in touch with partners and Investee Company.

## EDUCATION

### National University of Singapore (NUS), Singapore

Aug 2013 - Jul 2014

- Master of Science

Coordinated with NUS Enterprise Development Lab members to validate the market potential for a technology and converted a patented process into a profitable business model for investment.

### Northeastern University, China

Aug 2009 - Jun 2013

- Bachelor of Business Administration

Winner of College Scholarships, 4 times

Acted as Vice Present of Student Union, organized different kinds of activities and competitions and was honored the title of "Outstanding Leader".

## OTHER SKILLS

Languages: English & Mandarin (speak & write)

Software/Tools: Newport, Triton (ITG), TORA, Bloomberg, MYOB, MS Office applications, basic VBA