

## EXPERIENCE:

### **Fund Controller Contractor - Vice President**

**February 2017 – May 2017**

*BlackRock Asset Management North Asia Limited – Hong Kong*

- Focused primarily on administration of real estate funds in divestment cycle
- Contracted and liaised with liquidators of various jurisdictions to initiate timely wind up of funds' entities
- Coordinated annual audit and tax filing with relevant parties
- Reviewed annual financial statements with emphasis on liquidation basis
- Compiled a set of guidelines with regards to liquidation procedures to be followed in the future

### **Fund Administration Manager - Officer**

**September 2013 – August 2016**

*State Street Fund Services (Singapore) Pte. Limited – Singapore*

- Maintained daily contact with clients with regards to all aspects of administration of private equity funds under my care
- Managed internal workflow to ensure client deadlines are met for standard deliverables
- Mobilised and supervised junior staff for support necessary to complete ad hoc reporting at clients' urgent request
- Systematically reviewed client financial statement reporting, monthly accounting package preparation, investor capital call and distribution calculations, fund waterfall calculations, and partner capital allocations
- Coordinated annual audit and tax filing with third parties on behalf of clients
- Provided oversight for new business on-boarding process and assured compliance with the firm's guidelines
- Participated in early stages of new business opportunity sales pitches
- Supervised up to 4 direct reports

### **Systems Implementation Consultant**

**November 2012 – April 2013**

*Gresham Investment Management LLC – New York, NY, USA*

- Utilised prior fund accounting experience to assist in successful system implementation
- Oversaw operational team to ensure accurate conversion of data into new accounting system upon established deadlines
- Employed limited resources to solve issues involving distortion of accounting data in post-implementation phase of the project
- Investigated portfolio performance anomalies
- Analysed detailed derivative collateral accounting information to extract patterns of discrepancies between legacy and current systems, and made recommendations on methodology improvements
- Developed comprehensive tutorial addressing specific needs of the organization as well as trained team members on system usage
- Created consolidated custom report templates for centralised data pertaining to operational and client reporting teams
- Systematically reviewed and made improvements to auto-reconciliation process to attain maximum time efficiency

### **Business Development Associate (Postgraduate Internship)**

**July 2012 – September 2012**

*Shanghai Likang Disinfectant Hi-tech Co., Ltd. – Shanghai, China*

- Devised comprehensive market entry strategy for North America focusing on accessing potential buyers, researching regulatory requirements, and identifying direct competitors
- Optimised business to business marketing content to extend global reach
- Led discussions with prospective clients in Eastern Europe and North America

**Private Fund Accountant**

**July 2006 – June 2012**

*First Eagle Investment Management, LLC – New York, NY, USA*

- Prepared daily and monthly valuations for fund of funds, ranging from USD 200 to USD 700 million in net asset value
- Computed periodic capital call and distribution figures in accordance with investment management agreement
- Produced financial statements and audit reports for self-administered funds
- Reviewed financial statements prepared by external fund administrators
- Played a key role in asset allocation and valuation for fund restructuring
- Designed enhancements for custom reporting through collaboration with technology teams
- Partnered with the Sales, Marketing, Performance, and Fund Accounting teams to produce client marketing and investment materials
- Responsible for accurate and timely client billing of management and performance fees
- Interfaced with institutional clients and related parties to address inquiries regarding valuation and billing
- Developed accounting and investment summaries for client review meetings

**Cash Management Consultant**

**June 2005 – July 2006**

*Citigroup Asset Management Inc. – New York, NY, USA*

- Responsible for forecasting cash requirements based on client requests and portfolio guidelines
- Advised portfolio managers on excess funds available for short-term investment
- Monitored cash levels throughout the day to prevent over-investment of cash, trade fails, and misallocation of funds
- Verified daily variation margin and collateral movements on futures accounts and instructed administrators on related wire transfers
- Performed user acceptance testing on an internally developed cash flow management system
- Assisted with monthly portfolio performance calculations and reporting

**Portfolio Accountant**

**September 2003 – May 2005**

*Veritable, LP – Newtown Square, PA, USA*

- Resolved discrepancies for over 1,300 client accounts on daily and monthly basis
- Ensured pricing accuracy of all securities contained within the accounting system
- Processed corporate actions across all portfolios
- Performed client specific accounting requests
- Assisted in development and testing of functionality for the transaction processing system
- Supervised two employees and trained assistant portfolio managers on system functionality
- Documented and enhanced department specific Bloomberg data-extraction processes

**EDUCATION:**

**Fordham University** – New York, NY, USA

Master of Business Administration  
Concentration: Accounting and Global Professional Studies  
Study Abroad Program in Istanbul, Turkey – Autumn 2010  
Graduation Date: May 2012  
GPA: 3.77 on 4.0 base

**Drexel University** – Philadelphia, PA, USA

Bachelor of Science in Business Administration  
Concentration: Finance and Management Information Systems  
Study Abroad Program in London, UK – Autumn 2000  
Graduation Date: June 2003  
GPA: 3.6 on 4.0 base

**ADDITIONAL INFORMATION:**

Relevant Software: Investran, Advent Geneva, Advent Axys, Bloomberg Professional, ePAM, Microsoft Office

Languages: Fluent in Russian language