

Rachel, Wai Yee KEI

BBA (Hons.), CPA

(852) 9237 9975 • rachelkei313@gmail.com

BACKGROUND

Hong Kong CPA, undergoing Hong Kong Chartered Secretary qualification. With strong analytical and problem-solving skills, I am a self-motivated team player with excellent communication skills. With my solid audit and asset management experiences, I am now looking for a managerial position in asset management field, where I hope to bring value and develop current skill set further.

QUALIFICATION & EDUCATION

<i>Hong Kong Institute of Chartered Secretaries – International Qualifying Scheme (IQS)</i> Hong Kong Corporate Law – Pass at first attempt	Feb 2015
<i>Hong Kong Institute of Certified Public Accountants (HKICPA)</i> Certified Public Accountant (CPA)	Feb 2012
<i>Hong Kong Securities Institute</i> HKSI Practising Certificate (Securities) Paper 1, 7, 8	Aug 2008
<i>Hong Kong Baptist University</i> Bachelor of Business Administration (Hons.) - Applied Economics Major	May 2008
<i>Hong Kong Certificate of Education Examination</i> English: B (A in oral)	July 2004
Total score: 19 (Arts Stream)	July 2003

EXPERIENCE

<i>Sequoia Capital</i> Finance Department - Manager	Sep 2015 - Present
<ul style="list-style-type: none">Identify potential issues for new investment deals from LPA, non-compete and conflict of interest perspectives. For any exceptions, escalate to controller, CFO and then to US Compliance team.Work with legal counsel and investee companies on restructuring and listing plans. Evaluate tax and compliance consequences.Monitor investee companies' business activities, financial soundness and compliance with LPA by reviewing semi-annual portfolio review.Review fund financials. Monitor fund deployable cash balances. Calculate fund capital calls.	
<i>DMS Offshore Investment Services</i> Offshore Investment Services - Associate Director	Apr 2013 – Sep 2015
<ul style="list-style-type: none">Lead teams in Hong Kong and Cayman Islands to oversee compliance and regulatory reporting to Cayman Islands Monetary Authority ("CIMA") for 200+ funds across Asia Pacific region.Perform walkthrough on clients' compliance process, identify risks and mitigating controls.Supervise KYC and client due diligence works for client on-boarding; escalate suspicious case to internal Risk Committee.	

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Ernst & Young

Nov 2008 – Mar 2013

Financial Services - Senior Accountant III

- Perform statutory audit and internal control review for top-tier banks and asset management firms. Coordinate with multi-location offices for group reporting.
- Lead and conduct compliance audits for SFC licensed corporations under SFC; conduct liquid capital and FRR testings as well as internal controls review.

SKILLS

Language: Cantonese (native), English (fluent), Mandarin (fluent), Hakka dialect (average)

Computer: Proficient with Microsoft Office applications

OVERSEAS EXPERIENCES

Activity: On-boarding training – DMS Offshore Investment Services

Place: Cayman Islands

Time: Apr – Jul 2013

Activity: Disney College Program – Walt Disney World

Place: Florida, USA

Time: May – Aug 2007

Activity: Summer internship – Heavenly Group

Place: Sydney, Australia

Time: Jun – Aug 2006