

CHRISTINE LOW

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FUND ACCOUNTANT

Meticulous Fund Accountant who undertakes funds, and meets tight deadlines and delivers good performance. Processes knowledge and currently performs hands-on in private equity fund accounting as well as partial review work. Operates with a strong sense of urgency and able to take on new funds as needed.

PROFESSIONAL EXPERIENCE

Fund Accountant Analyst II in Fund Administration Services • 2011 – Present
• Conifer Asset Solutions Pte Ltd, Citibank N.A., Citco Fund Services (S) Pte Ltd, Portcullis Fund Administration (S) Pte Ltd • Singapore

General tasks:

- Performed administration of and any services pursuant to administration agreement in respect in respect of a portfolio of hedge funds and private equity funds
- Assisted manager to review work and provide guidance to junior colleagues
- Appointed as a Liaison officer with MAS to provide periodic returns and surveys. Kept directors informed of updates from MAS.
- Reviewed banking instructions for payment of fees and redemption
- Maintained day-to-day relationships with investment managers, brokers, auditor, and other fund participants

Private Equity Funds

- Responsible for providing accounting services for clients including prepared capital call, distribution allocations, notices
- Prepared quarterly financial statements, partners capital statement, IRR calculation, waterfall, true-up, management fee calculations
- Monitor and maintained partners registers, handled partners' queries

Hedge Funds

- Performed Net Asset Valuation (NAV) calculations, financial statements and associated reports for endowment and hedge funds. Assisted auditors in preparing Annual Reports
- Performed due diligence check and ensured documents were in order
- Dealt with subscription, redemption and other shareholder transactions
- Monitored underlying Private Equity (PE) investments, performed reconciliation, verified pricing of securities, prepared month end pricing of underlying Funds-of-Funds and PE investments. Monitored funds-of-funds custody positions

Achievements:

- Special project: Established procedures for the bond accruals module to ensure accruals are accurately recorded. This has demonstrated to be time saving of up to a fraction of time taken for the teams. Assisted in the implementation of procedures to ensure accurate and timely price check.
- Migrated US funds for 2 clients portfolios to Singapore
- Successfully completed NAV calculation for new client for 1 year of transactions

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Finance Executive • 2008 – 2009 • JTC Corporation (Real Estate) • Singapore

- Worked with business stakeholders to review billing requests and ensured proper lease documentations were in place. Processed accurate and prompt billing on a bi-monthly basis
- Assisted in arrears recovery work by preparing debt collection plan
- Participated in the UAT testing during the system upgrade

IT Professional Experiences

IT Helpdesk Support • 2004 – 2008 • AIA Co Ltd, National Library Board • Singapore

- Provided prompt phone/email support, both on level 1 support as well as on-site and remotely for application and hardware support
- Liaised with vendors to ensure proper maintenance of systems

Analyst Programmer • 2001 – 2004 • Jast Techniques Ptd. Ltd (Japanese IT service Company) • Singapore

- Determined information needs and business requirements from clients
- Involved in the design, development, implementation and maintenance of customized applications
- Acted as first contact person for clients, provided post-implementation support and resolved technical issues
- Conducted users' training, prepare operation and user guides
- Worked closely with other teams and service vendors to meet high service deliverables

EDUCATION

Certificate in Fund Administration
NYP School of Business Management • 2012

BSc in Applied Accounting with Upper Second Class Honours
Oxford Brookes University • 2011

Diploma in Information Technology
Temasek Polytechnic • 2001

TECHNICAL SKILLS

Proficient in Microsoft Office Suite • Geneva 10 • Paxus • SAP

REFERENCES

Available on request