

YUNIS ALIMIN

8 Woodleigh Close #05-16

Singapore 357903

(65)91038447

yunisalimin@gmail.com

Singapore Permanent Resident, Indonesian



WORK EXPERIENCE**Conifer Financial Services****Jan 2015 – Present***Senior Fund Accountant – Private Equity*

- Prepare periodic Net Asset Valuation reporting, financial and capital statements
- Perform cash reconciliation, process journal entries and prepare supporting financial schedules
- Calculating the management fee, equalization, IRR and updating the waterfall model in accordance with the applicable fund terms
- Prepare the capital call and distribution calculations, allocations and investor notices
- Assisting clients on their queries and requests as well as liaising with the auditors
- Ensuring the reports and statements are accurately prepared and in compliance with the applicable regulations and partnership agreement
- Exhibited ownership and ensured timely completion of assigned tasks
- Responsible in giving guidance and reviewing the work performed by the analyst level staffs

Baker Tilly TFW Management Services Pte Ltd**May 2011 – Dec 2014***Senior Accounts Executive – Outsourcing*

- Prepare full set of accounts for various type of client's industries, including the supporting schedules
- Managing client's account and providing support in the payment processing
- Perform periodic cash reconciliation and cost budgeting
- Assist and advise clients in accounts related queries including co-ordinate the annual audit and tax liaison
- Perform quarterly GST computation and conversion of financial report to XBRL format in ad hoc basis
- Capturing the critical payroll instructions for accurate processing and emphasis the confidentiality of clients' payroll and employment policies
- Ensure the distribution of payslips, salary payments and CPF e-filing in timely manner
- Perform complete cycle of employees' tax income and tax clearance preparation and submission

EDUCATION**University of London – London School of Economics (LSE)***External Programme from Singapore Institute of Management (SIM)**Bachelor of Science in Accounting and Finance (First Class Honours)**Diploma in Economics (First Class Honours)***Sep 2008 – Aug 2010****Sep 2007 – Aug 2008**

LANGUAGE PROFICIENCY

Fluent in English and Bahasa Indonesia

COMPUTER SKILLSProficient user of Microsoft Office (Excel, Word, PowerPoint), MYOB, SAP, Advent Geneva, Times Pay Software, Bloomberg terminal
