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## KEY SKILLS

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- ✚ Proficient in Hedge Funds, Private Equity, Hedge Fund Accounting, OTC and derivatives such as Futures, Forwards and Options.
- ✚ Capable of cash and positions reconciliations of high asset value funds trading various financial instruments such as bonds, equities, swaps, OTCs and derivatives.
- ✚ Highly skilled in advanced excel and MS Office to facilitate work processes.
- ✚ Possess operational knowledge in Bloomberg, Geneva, TRADAR and PAXUS software.
- ✚ Fund Setup and Private Placement Memorandum (PPM) review.
- ✚ Team-player; able to work independently.
- ✚ Strong passion of learning and teaching.

## WORKING EXPERIENCES

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### **Swiss-Asia Financial Services Pte. Ltd.**

*Aug 15 – Present*

#### *Ops Analyst [Fund Accounting and Operations]*

- ✚ Prepare P&L summaries through price verification, position reconciliation and overall P&L analysis of the portfolio.
- ✚ Liaison with prime brokers, custodians, administrators, auditors, lawyers and various counterparties.
- ✚ Review and confirm NAV figures from various fund administrators for all in-house funds.
- ✚ Trade break resolution with counterparties to ensure timely settlement of cash trades.
- ✚ Prepare cash flow projection to ensure sufficient funding for trade settlement.
- ✚ Handle cash management and daily reconciliation, including expense disbursement.
- ✚ Portfolio management, conversion and booking of complex trades and corporate actions.
- ✚ Assist in the setup of new funds.
- ✚ Preparation of Financial Statements for annual audit and meeting Fund Annual Return (FAR) deadline.
- ✚ Perform KYC and proper due diligence on potential investors.
- ✚ Assist in documenting board resolutions and minutes.
- ✚ Preparation of monthly fact sheets.
- ✚ Assist in investor relations.
- ✚ Involve in continual streamlining of existing operating processes.

### **Citibank, Alternative Fund Investment Services**

*Apr 14 – Jul 15*

#### *Hedge Fund Accountant*

- ✚ Outsourced simpler BAUs to offshore team for cost and manpower savings creating capacity for newer and more profitable business.
- ✚ Involved in massive fund migration/conversion project, with total asset under management (AUM) size of up to USD 600m.
- ✚ Pioneered the setup and automation of a fast growing fund with little pressure added on existing infrastructures.
- ✚ Continual improvement to existing templates through excel automation and macro to achieve productivity savings of up to 50%.
- ✚ Responsible for existing work-flow reviews to ensure productivity and mitigate unnecessary risks to counterparty.

- ✚ Managed a team of offshore counterparts.
- ✚ Ensured NAV deliverable are strictly compliant to SLA and SOC1 requirements.
- ✚ Preparation of financial statements for annual fund audit.
- ✚ Key liaison with prime brokers, custodians and clients to resolve trades/corporate actions discrepancies.
- ✚ Fostered cordial working relationship with Hedge Fund clients.

### **Citco Fund Services**

*Oct 12 – Apr 14*

#### *Ops Analyst*

- ✚ Effectively applied advanced excel skill and keyboard shortcuts to prepare daily trades, position and cash reconciliations for hedge fund 2sigma and Dymon Asia Capital in line with daily SLA.
- ✚ Accurate reconciliation with no feedback from local offices.
- ✚ Independent break resolution for all open items with the brokers or clients.
- ✚ Improved overall team efficiency by reducing time-taken for personal reconciliations up to 10% via the use of Excel functions and tools.
- ✚ Mentored and cross-trained team-mates on heavily-traded funds that dealt with complex derivatives, OTCs to vanilla securities.
- ✚ Worked effectively with Business Analysts, clients and other Citco offices to resolve any open issues.
- ✚ Monitored and analyzed daily portfolio pricing.
- ✚ Assist in fund migrations within and outside of Singapore office.

### **EDUCATION AND QUALIFICATIONS**

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University of London (International Programmes)

*Aug 09 – May 12*

Singapore Institute of Management

*Bachelor of Science in Economics and Management (Honours)*

- ✚ **1st Class Honours**
- ✚ **University of London for Academic Achievement in 2012**
- ✚ **Letter of commendation from London School of Economics**

Singapore Polytechnic

*Jul 04 – Jun 07*

- ✚ **Diploma in Biotechnology**
- ✚ **Certificate of Commendation - SPINNOVEX 2007 Project Exhibition**