

# ZENG CHUN

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• clarice.zengchun@gmail.com  
• +65 86069370

• Singapore PR

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## PROFESSIONAL PROFILE

- Experience in fund management and administration in both fund house and fund administrating service provider;
- Technically competent in financial reporting and accounting standards (exposure in FRS,IFRS, Japan GAAP and US GAAP);
- Well-versed with auditing techniques, analytical skills and methodological approach;
- Client-focused, capable to manage and coordinate with multiple parties globally and think strategically

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## WORKING EXPERIENCE

### **State Street Global Services - Alternative Investment Solutions, Singapore**

#### ***Fund Administrator***

**August 2016 to present**

- Maintain accounting records for investment holding entities on a monthly/quarterly basis;
- Prepare quarterly investor's statements and allocation schedule such as capital calls and distributions;
- Prepare/review GST filing schedule and liaise with tax agent with regards to any queries raised;
- Assist client in preparing regular investor's queries and responding to ad-hoc queries on portfolio's financial disclosure;
- Co-ordinate with internal operation team, client, JV partners and other service providers in relation to cash flow management of the funds;
- Played a key role in FY2016 audit for multiple entities in first year audited funds;

#### **Achievements:**

Rated "Often Exceeded Performance Standards" in 2016 year end appraisal

### **LaSalle Investment Management Pte. Ltd., Singapore**

#### ***Fund Accountant***

**December 2015 to July 2016**

- Maintain/oversee the maintenance of accounting records for investment holding entities on a monthly basis;
- Assist in fund consolidation and reporting to investors on a quarterly basis;
- Review and analyse financial results reported by property holding subsidiaries, including proper conversion from Japan GAAP to IFRS/US GAAP;
- Co-ordinate and liaise with JV partners, fund managers, asset managers, investors, outsource accounting & tax agents on finance, reporting & tax matters, liquidity and cash-flow management, queries on portfolio's performance & financial forecasts.
- Review and report monthly cash positions; ensure optimal cash management by property holding subsidiaries.
- Prepare/review investors' allocations such as capital calls and distributions;
- Payments, wire transfers processing and daily cash flow management of the investment holding entities;
- Assist in year-end audit and tax, corporate secretarial compliance;
- Provide transactional and analytical support to the fund managers and asset managers.

**KPMG Service Pte. Ltd., Singapore*****Audit and Assurance*****November 2013 to February 2015**

Conduct financial year end audits, IPO and Reverse Takeover audits, compliance audits, and agreed-upon procedures for SGX listed companies, MNCs and private companies in real estate and hotel industries:

- Assess financial and operational internal controls and evaluate the effectiveness of controls;
- Evaluate risk environment and identify significant risks of the entities being audited;
- Design and implement audit procedures to address the risks being identified;
- Document audit findings and communicate to audit team members;
- Propose adjusting journal entries and discuss findings with clients;
- Ensure financial statements in compliance with Financial Reporting Standards;
- Document audit adjustments in management representation letter and propose recommendations for improvement; and
- Provide mentoring and coaching for junior associate auditors

**Achievements:**

Graded “Highly Effective Performance”

***Corporate Restructuring (Advisory)*****February 2012 to October 2013**

Involved in the liquidation of the Singapore regional office of the largest bankruptcy case in history:

- Administer the operations of certain solvent subsidiaries in cross-borders settlements, overseas funds repatriation, which involved certain tax implications;
- Evaluate exit strategy to maximize assets recovery and minimize liabilities;
- Co-operate with liquidators, lawyers and agents from the United States, Hong Kong, China, Thailand, Malaysia and Singapore, for the orderly winding up of investments in these entities;
- Oversee the financial reporting of certain overseas solvent subsidiaries to ensure statutory compliance in the winding up process;
- Verify each creditors’ claims and ensure the distribution of dividends to creditors is in compliance with the relevant Singapore Companies Act and Winding Up Rules; and
- Prepare liquidation progress report to stakeholders, including directors, shareholders and creditors

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**MEMBERSHIP IN PROFESSIONAL BODIES**

- The Institute of Singapore Chartered Accountants (ISCA)

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**EDUCATION****Singapore Management University****August 2008 to January 2012**

- Qualification: Bachelor of Accountancy (BAcc)

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**IT & LANGUAGE PROFICIENCIES**

- Proficient in Microsoft Word, Excel, Access, PowerPoint, Outlook; and
- Excellent spoken and written skills in English and Mandarin; and
- Competent in Hyperion, Oracle and Investran system