

Harris, Lo Ting Hei
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PERSONAL PROFILE

- Skilled in analyzing financial data and establishing internal control procedures
- Experienced in management reporting, cost allocation and transfer pricing study
- Experienced in fund accounting, reporting and administration operations
- Proactive, results orientated, and well disciplined with proven ability to manage teams and projects efficiently

PROFESSIONAL QUALIFICATIONS

- Certified Public Accountant (Jan 2010 – present)

WORK EXPERIENCE

Lunar Capital Management Limited

(Apr 2014 – present)

(a private equity investment company focusing on Chinese consumer market)

Vice President

Finance and Fund Administration

- Facilitate to obtain bank revolving credit line
- Manage cash flows and credit facility of Funds and management company
- Calculate and allocate proceeds from realization of investments
- Prepare scenario analysis in fund performance
- Streamline fund administration reporting process with the use of VBA
- Handle enquiries from limited partners
- Review valuation model of portfolio companies
- Monitor year-end audit and liaise with auditors
- Prepare and review monthly and quarterly reports for limited partners
- Review capital call and distribution notices
- Review FRR reporting of management company

Business Development

- Work with Managing Partner directly in preparation of fund raising marketing materials
- Prepare and review Private Placement Memorandum and AGM materials
- Build data room for fund raising process
- Handle due diligence queries in fund raising process
- Build relationship with external parties

Company Operations

- Be in charge of all IT related areas
- Manage IT projects, such as server and email migration
- Assist in Shanghai office relocation project
- Manage HR appraisal projects
- Provide training session internally
- Manage and coordinate with service suppliers
- Prepare operational procedures, manual and policies
- Build systematic filing database for internal operations

Eclipse Options (HK) Limited**(Sep 2011 – Apr 2014)**

(a high frequency derivatives proprietary trading company with offices in Hong Kong, Australia and the United States)

Finance Manager**Management and Financial Reporting**

- Review, redesign and prepare monthly consolidated management report
- Prepare variance analysis and make commentary
- Review and analyze performance results in different entities and markets
- Prepare annual budget and monthly cash flow forecast
- Track daily net assets value and prepare net assets value forecast
- Coordinate statutory interim review and annual audit
- Manage liquid capital and prepare monthly FRR reporting
- Establish internal control procedures and books keeping procedures

Tax Computations

- Conduct analysis on cost allocation and transfer pricing and study tax impact of different scenarios
- Suggest solutions in achieving optimized tax result
- Redesign tax computation and prepare profit tax returns

Middle Office

- Streamline middle office reconciliation process with the use of VBA
- Prepare daily profit and loss of proprietary trading and reconciliations

PricewaterhouseCoopers**(Sep 2006 – Sep 2011)****Senior Associate, Financial Services practice****(confirmed to be promoted to Manager w.e.f. Oct 2011)**

- Discuss client issues with Partners and suggest solutions
- Build client relationships
- Take team manager role in audit engagements and monitor engagements working progress
- Develop audit plans and procedures for audit engagements and review working papers
- Review and draft financial statements and make respective comments

EDUCATION & ACADEMIC QUALIFICATIONS**The Hong Kong Polytechnic University****(Aug 2003 – Jul 2006)**

- B.A. (Hons) in Accountancy
- GPA 3.41, Second Upper Honour (Dean's List 2004/05 and 2005/06)

COMPUTER SKILLS

Visual Basic for Applications (VBA), Microsoft Office, QuickBooks, Lotus Notes

LANGUAGES

Fluent in both spoken and written English and Chinese (Cantonese), and conversational in Mandarin

PRESENT & EXPECTED SALARY

Present: HKD68,250 per month + HKD234,000 discretionary bonus

Expected: Negotiable

Notice period: 3 months (negotiable)