

**Chan Wing Sum, Karen**  
**Address:** 6A Hoi Cheung Building, 72-74 Tai Po Road, Sham Shui Po, Kowloon  
**Telephone:** (852) 90617172  
**E-mail:** karen\_c1013@ymail.com

## **EDUCATION AND AWARDS**

**Hong Kong University of Science and Technology (HKUST), 2008- 2011**

- Candidate for Bachelor of Business Administration in **Professional Accounting**
- **First Class Honors**, with Cumulative Grade Average (CGA): A-
- **Dean's List Award**, for three semesters in university
- Other scholarships included HKUST- School of Business& Management Scholarship and HKUST- University Scholarship
- Exchange Program: **University of Alberta**, 2009-2010 Spring

## **QUALIFICATION**

- Member of Hong Kong Institute of Certified Public Accountants (HKICPA)
- Candidate of the Chartered Financial Analyst (CFA) program (Pass Level 1 in 2016)

## **WORK EXPERIENCE**

**Sanne Group Asia Limited, Manager, Private Equity, October 2016- Present**

### Main responsibilities:

- Prepare/ Review monthly management account, quarterly report and annual financial statements under US GAAP at fund level
- Review management account, quarterly report and annual financial statements under US GAAP at underlying special purpose vehicle level
- Report to the Director on accounting and financial matters at the fund level
- Co-ordinate with fund managers and auditors on the annual audit of the fund
- Handle limited partners' requests and queries
- Perform analysis upon fund manager's request

**Sanne Group Asia Limited, Assistant Manager, Private Equity, January 2015- September 2016**

### Main responsibilities:

- Prepare monthly management account, quarterly report and annual financial statements under US GAAP at fund level
- Prepare management account, quarterly report and annual financial statements under US GAAP at underlying special purpose vehicle level
- Assist Manager in handling fund manager and limited partners' requests and queries
- Prepare payments for the fund upon fund manager's request
- Maintain investors' database

**Chan Wing Sum, Karen**  
**Address:** 6A Hoi Cheung Building, 72-74 Tai Po Road, Sham Shui Po, Kowloon  
**Telephone:** (852) 90617172  
**E-mail:** karen\_c1013@ymail.com

**KPMG, Assistant Manager, October 2013- December 2014**

Main responsibilities:

- Engaged as in-charge for investment funds and asset management clients
- Reviewed investment valuations for different products (e.g. private equity, bonds, equities)
- Drafted financial statements under HKFRSs and IFRSs
- Reviewed FRR reporting and SFC compliance (e.g. liquid capital sufficiency)
- Worked closely with internal experts (e.g. Tax and valuation departments)

**KPMG, Audit associate, July 2011- September 2013**

Main responsibilities:

- Assisted in-charge in performing different audit procedures for the investment funds and asset management clients
- Assisted in-charge in FRR reporting and SFC compliance testing

Key clients:

- HSBC Funds (Global retail funds)
- ARC Capital holding Limited (Private equity fund)
- JAIC-CROSBY Greater China Investment Fund (Private equity fund)
- TPG Capital China Limited (Asset management company)
- Investec Asset Management Asia Limited (Asset management company)

**SKILLS AND INTEREST**

- **Languages:** English (Good), Cantonese (Native), Putonghua (Good)
- **Computer:** Proficient in Microsoft Office (Word, Excel and PowerPoint) and Chinese word processing