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PROFESSIONAL EXPERIENCE

HSBC Institutional Trust Services (Singapore) Ltd

Assistant Vice President, Alternative Funds

Jul 2013 to Current

- **Key Responsibilities**

- Manage resources efficiently and oversee the operations of the team
- Manage, coach and develop the team, ensure proper skillsets required are in place
- Oversee and coordinate with regional teams on the onboarding, exits, migration and restructuring of funds
- Ensure excellent client servicing experience provided to client in accordance with the agreed service level agreement
- Review and present management reporting such as Business Risk Review
- Ensure operational risk is appropriately managed
- Streamline procedures to allow operational efficiencies
- Provide structured or hands-on trainings to both onshore and offshore colleagues
- Monitoring and ensuring offshored activities meet the required KPIs

- **Secondment (HSBC Taiwan Fund Services, Traditional Funds) Mar to Dec 2015**

- Seconded on site for 4 months and subsequent remote support from Singapore
- Ensure smooth running of operations and timely delivery of daily valuations
- Provide technical trainings to Taiwan colleagues
- Sharing of best practices, engage and assist the Taiwan office in adopting them
- Identify areas of improvements in terms of controls and processes
- Analyze processes, document and submit for automation request via system enhancement or end-user computing
- Coordinate and worked closely with regional colleagues from Hong Kong and Shanghai to drive the automation process
- Ensure user acceptance testing are being carried out to allow for release to the production environment
- Streamline processes to allow shorter turnaround time in the valuation process in view of the tight resources and high staff turnover
- Assist in client management by resolving client queries and issues

Manager, Alternative Funds

Apr 2011 to Jun 2013

- **Key Responsibilities**

- Assist with new fund launches, migrations and restructuring
- Review of NAV calculations and approve swift payments performed by accountants
- Ensure team members act in compliance with policies and procedures
- Provide guidance and training to team members

- Act as a point of contact for clients to resolve custody, NAV and other queries
- Assist in management reporting such as Business Risk Review and various KPIs
- Review and update of internal procedures, providing suggestions on streamlining
- Participated in user acceptance testing of various system enhancements
- Seconded to HSBC Hong Kong for a week of Private Equity Funds training
- Assume the role of the team leader in their absence

Senior Portfolio Accountant, Alternative Funds

Apr 2010 to Mar 2011

- **Key Responsibilities in addition to the role of a Portfolio Accountant**

- Assist with new fund launches
- Review of NAV calculations
- Provide guidance to new joiners and team members
- Participated in user acceptance testing of various system enhancements
- Received positive feedback from clients citing excellent service level provided

Portfolio Accountant, Alternative Funds

Dec 2007 to Mar 2010

- **Key Responsibilities**

- Provide fund accounting and valuation, administration services to Fund Managers both locally and internationally
- Perform full set of fund valuations of various fund structures and complexity in accordance with company and fund-specific policies
- Maintain all reconciliations on cash and securities, validate investment pricing, dividends, interests and accruals correctly
- Ensure corporate action transactions, trade processing, redemption payments and banking instructions are completed accurately, promptly and in compliance with authentication procedures
- Attend to clients' queries and instructions on various issues in a timely manner
- Communicate with auditors for audit fieldwork and other statutory reporting matters, custody team colleagues and prime brokers for funds' trade related matters
- Appointed as key user for implementation and migration of Limited Partner Funds to Advent Partners

ABB Industry Pte Ltd

Accounts Supervisor, Shared Service Finance & Accounting
Accounts Assistant, Shared Service Finance & Accounting

Apr 2006 to Jun 2007
Jan 2001 to Mar 2006

- **Financial & Management Reporting**

- Assist in the preparation and submission of monthly and quarterly reports, annual budgeting and quarterly forecasting in a timely manner
- Prepare weekly debtors' aging report for cash flow management and to highlight default payment from customers to business controllers
- Prepare and communicate actual performance against targets to management and business unit managers
- Provide trend analysis of key performance indicators for management review
- Analyze revenues, orders received and order backlog by various categories for performance review and potential sales pursuit

- Analyze major corporate expenses for cost savings initiative
- **Accounts payable**
 - Process invoices for system entry
 - Prepare and process payment to vendors
 - Reconcile vendors' statements and liaise with vendors to resolve disputes
- **Fixed Assets & Leasing**
 - Maintain fixed assets register and leasing contracts
- **General Accounting functions**
 - Prepare monthly audit schedules and accruals
 - Perform bank reconciliation
 - Debt collection and debtors billing
 - Team leader for annual stock take
 - Other ad hoc functions

ACADEMIC QUALIFICATIONS

Chartered Accountant, Singapore
Institute of Singapore Chartered Accountants

Current Member

ACCA
The Association of Chartered Certified Accountants

Dec 2001 to Jun 2006

GCE 'A' Levels
Saint Andrew's Junior College

Jan 1999 to Dec 2000

GCE 'O' Levels
Crescent Girls' School

Jan 1995 to Dec 1998

IT PROFICIENCIES

Advent Geneva
Advent Partners
Koger NTAS (New Transfer Agency System)
SAP R/3
AS400
Hyperion Financial Management
Great Plains Enterprise Reporting System
Microsoft Office