

# Albert Sugianto

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**Profile** Albert has over 10 years of experience in the fund administration and corporate management industry. He is currently a Senior Manager (VP) at Alter Domus Singapore where he is responsible for managing private equity, real estate and hedge fund clients. He was previously with Citco Fund Services and Credit Suisse where he was responsible for the set up of the operation team in Singapore. Albert graduated from the University of Technology Sydney, Australia with Bachelor of Business.

## Career

**Objective** To obtain a position in a growth oriented, progressive company where I can implement and optimize my management and technical skills, and further develop my knowledge in the areas of fund management, finance and accounting.

**Education** 2003 – 2006 University of Technology, Sydney Sydney, Australia  
**Bachelor of Business, major in Accounting**

2002 – 2003 Insearch, UTS Sydney, Australia  
**Diploma of Business and Commerce**

Achievements:

- Merit Student Award in 2002

**Employment** Jan 15 – Current Credit Suisse (Singapore) Limited Singapore  
**Senior Manager (VP)**

- Responsible for being the central point of contact for client accounts (Private Equities, Real Estates and Hedge Funds), identifies and anticipates possible problem areas, accurately measures potential risks, and offers suitable solutions to the client and satisfy their overall needs.
- Manage all operational aspects of the account and support the continuing development of the business.
- Manage the relationships with other service providers in the industry, including auditors, law firms, custodians, and prime brokers.
- In charge of the coordination and validation of all work delivered by the team locally and globally.
- In charge of various internal projects such as ISAE certification and client on-boarding.
- As business development senior manager, leads and directs revenue growth, clients' attraction and clients' request generating new sales contract value.
- Sells Alter Domus products and services (principally Corporate Services, Fund Services and Depositary Services) to financial institutions, private equity & real estate firms, fund managers, and multi-national corporations in respect of their overseas fund vehicles and legal entities (Holdcos, SPVs, Trusts).
- Represents the Alter Domus group and related activities overall in Singapore
- Visit/market the activities of the group to prospects and to business feeders (legal & tax advisors/placement agents) in Singapore by direct contact;
- Attend events to develop contacts with prospects and business feeders (lawyers/tax experts, etc.)
- Review business trends to anticipate clients' needs or expectations;

Dec 13 – Jan 15      Credit Suisse (Singapore) Limited

Singapore

**Assistant Vice President (AVP)**

- Manage Singapore PFS team and responsible to ensure that all team members operate efficiently and adhere to internal procedures, SAS70 requirements and CS PFS best practice and policy.
- Ensure correct and efficient allocation of workload throughout the team. Understand and equip the team for future business challenges.
- Understand training and development needs of team members where relevant. Responsible for solving issues and incidents and monitoring delivery of solutions and overall service to client and the wider internal organization.
- Promote and maintain our high quality client experience. Understand the needs of our clients, their requirement for accurate and timely reporting coupled with a proactive approach to client relationship management.
- Help promote and improve a change culture where we strive to provide the highest quality service. Encourage for new product enhancements, develop best practice and support the build out of capacity and scale within the organization.
- Responsible for delivery of net asset valuation to a portfolio of both single manager and fund of fund clients in accordance with SLA.
- Review final trial balance and all underlying portfolio information, accruals and expenses on funds to ensure that information on account is up to date and complete.
- Act as signatory for the approval of payments when required in accordance with approved authorization levels.
- Liaise and work with the Investor Services team to ensure accurate recording of shareholder capital activity within Geneva ensuring full client sign off and NAV reporting of investor activity.
- Analyse and review movements in the NAV, whilst understanding affects of P&L, side-pockets and hedging on shares class NAVs and partner balances.
- Prepare, review and present Administrators reports for inclusion in Board meeting documentation in respect of appropriate funds.
- Recommend opportunities to enhance client focused service delivery where appropriate.
- Act as a point of reference / referral escalation point for colleagues, providing on the job training and coaching facilitation where required.

Feb 09 – Nov 13      Citco Fund Services (Singapore) Pte Ltd

Singapore

**Account Manager / AVP**

- Managing a team of 6 people including fund accountants, senior fund accountants and supervisor;
- Reviewing Net Asset Value calculations, financial statements and associated reports for Hedge Funds, Fund of Funds, and Private Equity funds;
- Being the escalation point for all material issues effecting the NAV production process;
- Managing & meeting expectations of clients & fund participants, adhering to deadlines;
- Developing, adhering and maintaining targets concerning staffing, production, overtime budgeting and productivity;
- Managing the allocation of work to staff, work-flow processes and implement work flow process improvements;

- Responsible for client relationship management, including maintaining relationships with investors, investment advisors/managers, banks, brokers and auditors and other fund participants;
- Managing the launch and set up of new funds and on boarding of new clients;
- Assisting auditors and other fund participants and advisers;
- Ensuring all staff are appropriately trained and conduct performance evaluations bi-annually and informal one-on-one performance updates for (Senior)/Fund Accountants & Supervisor monthly;
- Participating in meetings and presentations to existing and any prospective clients.
- **Achievements:**
- Internally promoted from Fund accountant to Senior Fund Accountant within 8 months.
- Internally promoted from Senior Fund Accountant to Supervisor within 1 year.
- Internally promoted from Supervisor to Account Manager (AVP) within 1.5 year.

Jun 07 - Jan 09      Citco Fund Services (Australia) Pty Ltd      Sydney, Australia

**Fund Accountant / Analyst**

- Performing administration and analysis of and any services pursuant to administration agreements in respect of a portfolio of hedge funds;
- Responsible for the preparation of Net Asset Value calculations, financial statements and associated reports;

**Areas of Expertise**

Excellent organizational and management skills, sound judgment, strong ability to prioritize tasks, strong personal character to assist my team to perform and grow, excellent project management skills, strong collaboration skills, excellent problem solving skills, strong client relationship management skills.

**Technical Skills**

MS Excel, MS Access, MS Outlook, Visual Basic, MS Words, AS400, Bloomberg, NTAS, Aexeo, AXI, SWIFT, Investran, Hedgetek, Citrix, BOB50, eFront and Paxus.

**References**

Available upon request.