

TAN TONG HOW

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SUMMARY

- Successful account manager with more than 3 years of experience in Hedge Fund Administration
- Combined experience of administrating 30 over funds and servicing up to 8 distinct fund management teams at any point in time
- Committed individual with integrity and strong work ethics, with an eagerness to learn and a focus to make substantial contribution to the organization

PROFESSIONAL EXPERIENCE

Apex Fund Services (Singapore) Pte. Ltd., Account Manager, Singapore

Jan 2016 – Sep 2016

- Facilitated the smooth and successful on-boarding of new and take on clients and the completion of 'know your customer' procedures, ahead of the start of official valuations and investors activities
- Acted as a key senior officer in providing high-level inputs and advices to clients and colleagues alike, in matters of fund structures, the operational aspects of the fund prospectus, portfolio accounting and compliance observance with regards to due diligence, AML, FATCA and CRS
- Performed as the Client Relationship Manager in ensuring that clients' expectations and queries are adequately managed and addressed in a satisfactory manner and that escalations are met effectively with clarity and follow-ups
- Managed a team of professionals, senior fund accountant and fund accountants, to ensure the meeting of targeted performance goals in service levels and service competencies
- Ensured compliance with SSAE16 audit standards by coordinating effectively with group compliance
- Proactively identified areas of improvement in procedures, controls, and information systems

Apex Fund Services (Singapore) Pte. Ltd., Local Compliance Officer, Singapore

Mar 2016 – Sep 2016

- Spearheaded the year end 2015 FATCA reporting for all Cayman, BVI and Bermuda Funds of the local office
- Chaired meetings and discussions to communicate the group's compliance policies and procedures with regards to due diligence, AML, FATCA and CRS
- Acted as a valuable source of implementation feedback to the Global Head of Compliance, by constantly performing analysis of group policies against implementation realities, contributing to a more tested and accurate implementation process

Apex Fund Services (Singapore) Pte. Ltd., Senior Fund Accountant, Singapore

Jan 2015 - Dec 2015

- Performed first review of completed fund valuations, ensuring that the valuation of the fund is in line with the relevant accounting principles and the fund's accounting methodology
- Provided first review of the AML KYC checklist in the processing of subscription, redemption, transfers and switches
- Given the responsibility of servicing the most major clients of the local office, establishing trust and good relationships and ensuring valuation and reports are meticulously prepared and accurate

Apex Fund Services (Singapore) Pte. Ltd., Fund Accountant, Singapore

Jan 2014 - Dec 2014

Apex Fund Services (Singapore) Pte. Ltd., Junior Fund Accountant, Singapore

Jul 2013 - Dec 2013

- Prepared Net Asset Value calculations, year-end financial statement and related reports within stipulated deadlines independently
- Liaised with and responded to on/offshore independent auditors to finalize year-end financial statement of the respective funds
- Performed daily, weekly and monthly reconciliations of cash balances and positions against the brokers' statements
- Investigated and provided explanation for the discrepancies between the accounting system and the broker statements
- Calculated and processed payments of management and performance fees in accordance with the prospectus and on a timely basis
- Performed AML & KYC checks and ensured documentation was in line with internationally accepted standards, and accumulated experience in the processing of subscription, redemption, transfers and switches
- Corresponded with Investors, providing close guidance on respective fund's investor activities requirements
- Accumulated experience in the following fund structures: Equalization Funds, Series Funds, Fund of funds, Limited Partnership and Multi-class Funds

Singapore Armed Forces, Platoon Sergeant, Sea Soldier Instructor, Singapore

Apr 2008 - Feb 2010

- Responsible for the regimentation and welfare for 5 batches of sea soldier trainees, each of cohort size 120 men
- Exposed to the management and planning of the course works for the sea soldier programme to ensure an effective communication of responsibilities and the training of the relevant skill sets required by the role of the sea soldier in the defense of the naval base

EDUCATION

University of London (LSE), SIM Global Education

Sep 2010 – Jun 2013

Bachelor of Science Accounting & Finance

Second Class Honors

SKILLS

LANGUAGE: Fluent in both written and spoken English and Mandarin

IT: Pacific Fund Systems (Paxus), Bloomberg, Microsoft Office

ACTIVITIES

Serangoon Junior College Symphony Band, Vice President

- Represented the college in the Singapore Youth Festival, the annual national inter-school band competition
- Led the band in its regular rehearsals as a practice conductor and as the principal trumpeter
- Organized the administrative matters for its performances in participation of the festivals and outreach activities of the college