

YAP Pei Ling (Singapore Permanent Resident)
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EXECUTIVE SUMMARY

I am an organized, detail-oriented fund accountant with 6 years' experience in Fund Administration with Private Equity and Hedge Funds. I am seeking an opportunity with a Private Equity firm that will benefit from my proven ability in fund accounting, financial analysis and customer service excellence.

PROFESSIONALEXPERIENCE

Conifer Asset Solutions Pte. Ltd.

Apr 2014–Present

Private Equity Associate

- Prepare/review investors allocation, quarterly and annual audited accounting package for PE funds
- Prepare/review capital call and distribution notices, waterfall calculations, fund level and investment level IRR calculations
- Prepare ad-hoc reports and conduct analysis as requested by clients or investors, support the fund's annual audits
- Interpret private equity fund agreements and investment documents
- Establish and maintain good relationship with clients
- Facilitate onboarding of existing funds data from Geneva to new PE system
- Conduct training for junior staff to ensure sustainability of team's skillset

Citco Fund Services (Singapore) Pte. Ltd.

Jul 2011–Mar 2014

Senior Operation Analyst

- Prepare/review daily trades, position and cash reconciliation for Hedge Fund clients
 - Prepare/review month-end portfolio and Net Asset Value (NAV) calculations for Hedge Fund clients
 - Liaise with brokers, clients and other support teams to resolve any open issues
 - Training and coaching new staff and assist with the first level review
 - Facilitate onboarding of manual reconciliation to Smartstream TLM application
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EDUCATION

Nanyang Technological University

Jul 2007 – May 2011

Bachelor of Arts (Hons) in Economics
Minor in Business

SKILLS

Language, written and spoken - English and Mandarin
Proficient in Microsoft Office applications, Bloomberg, Geneva Accounting System and Aexeo Technology