

PROFESSIONAL QUALIFICATION AND EDUCATION

CPA, Hong Kong Institute of Certified Public Accountants	Jan 2015
The Chinese University of Hong Kong	Sep 2007 – Dec 2010
Bachelor of Business Administration with Honours, Second Class Upper Division	
Major Concentrations: General Finance and Human Resources Management	
University of Seoul, South Korea	Sep 2009 – Dec 2009
- CNOOC Outgoing Student Exchange Scholarships 2009/10	
Heep Yunn School	Sep 2000 – Jul 2007
- Hong Kong Advanced Level Examination (2007)	
- Hong Kong Certificate of Education Examination (2005)	

WORK EXPERIENCE

<u>Finance Manager, Gaw Capital Advisors Limited</u>	Jul 2016 – Present
<u>Senior Accountant, Gaw Capital Advisors Limited</u>	Jun 2015 – Jun 2016

Accounting & Financial Reporting

- Prepared monthly accounting entries for individual Fund and SPV entities within the structure of an unlisted real estate fund or investment platform (account); generated management and statutory accounts for such entities
- Reviewed monthly accounting data for local investment entities to ensure proper accounting treatment and readiness for consolidation
- Prepared financial consolidation and generate consolidated accounts and financial statements in accordance with the appropriate accounting/financial reporting basis such as US GAAP and IFRS
- Held responsible for annual audit for Fund and SPV entities
- Prepared quarterly investor reports
- Prepared individual and consolidated annual budget and forecast
- Prepared periodic and ad-hoc analytical reports for management review
- Coordinated with overseas teams in the PRC, Singapore, Australia, Japan, Korea and the UK to prepare and collate regional reporting package to head office in HK
- Liaised with local/overseas accounting/tax/legal service providers to assist in transaction processes related to acquisition and/or disposal of real estate/ investment holding companies
- INREV reporting for European investors

Cash Management/Treasury

- Monitored cash balance regularly and manage cash needs of various entities within investment structure, processed transactions related to capital calls, distributions, expenses and internal transfer
- Managed AP process and effected payments/disbursements

Capital Transactions

- Prepared computations, rebalancing/equalization, carried interest, funds flow schedule and associated investor notices for Capital Calls and Distributions

WORK EXPERIENCE (continued)

Financing

- Liaised with various banks on subscription line facilities
- Reviewed facility and related agreements
- Loan administration and compliance: drawdown, rollover, repayment, monitoring of ICR and LTV

Structuring and Tax Compliance

- Reviewed tax planning, structuring and compliance prepared by external tax advisor
- Assisted in FATCA registration and US tax compliance (e.g. K-1 schedules)

General

- Liaised and coordinated with external parties and advisors as needed, e.g. auditors, lawyers, tax agents etc.
- Support and participate in various ad hoc projects for business line overall as needed

Senior Associate, Assurance - Financial Services, **PricewaterhouseCoopers**

Jan 2014 – Jun 2015

- Achieved “High Performer” rating in FY2014.
- Specialized in the sector of asset management audit
- Acted as senior-in-charge providing annual audit and interim review services for private equity and real estate funds.
- For newly set up funds, performed review on the Limited Partnership Agreements and subscription agreements; and drafted pro-forma financial statements.
- Assessed clients’ valuation methodology on private equity and real estate investments; and carried out analytics on investment portfolios and reviewed investment proposal, due diligence report, sales & purchase agreements, loan agreements, etc.
- For other balance sheet and profit and loss items, performed substantive procedures over the calculation of carried interest, management fees, capital contributions and distributions; and current/deferred taxation computation.
- Reviewed consolidated and standalone financial statements and corresponding schedules prepared in accordance with IFRSs and US GAAP.
- Supervised associates in performing audit field work and reviewed their work performed.

WORK EXPERIENCE (continued)

Assistant Manager, Corporate Assurance, KPMG

Oct 2013 – Jan 2014

Accountant, Corporate Assurance, KPMG

Aug 2011 – Sep 2013

- Provided annual audit and interim review services to HKEx listed company (e.g. 0184.HK) engaging business in property investments and hotel operations in China and Asia Pacific region.
- Assisted in the preparation of HKEx major transaction circulars regarding a disposal of investment properties in Japan.
- Liaised with overseas clients and interoffice for group financial statements reporting.
- Prepared group consolidated financial statements and corresponding schedules.
- Reviewed disclosures on listed clients' announcements, interim and annual reports, including corporate governance reports before issuance to ensure compliance with HKFRSs, Hong Kong Companies Ordinance and Listing Rules.
- Performed statutory audit for companies in construction; broadcasting and telecommunication companies; and other non-government organizations.
- Performed specified audit procedures and reviewed the internal control system of subsidiary of the US-listed logistics company in accordance with SOX 404.

Contract Human Resources Officer, Swiss Reinsurance Company

Mar 2011 – Aug 2011

Limited

- Assisted in full spectrum of HR services, e.g. recruitment and payroll calculation.
- Handled on-boarding and off-boarding arrangements for local staff and expatriates.
- Prepared payment vouchers for monthly payroll, staff expense reimbursement, etc.

LANGUAGES AND SKILLS

Excellent written and spoken Chinese (Mandarin and Cantonese) and English;
Proficient PC knowledge in MS Office (Word, Excel, PowerPoint) and Chinese Typing
Knowledge in IFRSs, ISAs, US GAAP, SEHK listing rules and Hong Kong Companies Ordinance

AVAILABILITY

One month notice