

Irena Pavlova

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WORK EXPERIENCE



Citco Fund Services, Singapore - May, 2015 – present
Supervisor

- Supervising team of 7 people & being responsible for the allocation of work on daily basis to the staff
- Monitor status of various accounts to ensure deadlines are met
- Review and sign off NAVs and reconciliation packages prepared by staff
- Review and sign off the calculation of hedge fund specific expenses (eg. management fees, incentive fees, other applicable fees) & ensure adherence to all internal and external standard procedures and best practices
- Handle settlements and all communication with brokers, IMs and various external parties regarding any discrepancies
- Train and support team members in their development



Citco Fund Services, Amsterdam - January, 2014 – present
Senior Fund Accountant

- Set up net asset valuation process for new launch funds, migrated funds previously serviced by other administrators, completed the liquidations of funds
- Set up of Side Pockets and calculating splits
- Executing the financial control elements of the job - covering corporate actions, income and expenses, fees, capital transfers and performance
- Executing transfers and filling in transfer documentations
- Passed transfers control test
- Reviewing the work of the fund accountants
- Acting as liaison with various internal /external parties – ie auditors, brokers, legal counsel
- Liaise daily with clients and internal departments such as Fund Accountants and Front Office to resolve a wide range queries

Citco Fund Services, Amsterdam - September, 2012 – December 2013
Fund Accountant

- Cash and Portfolio Reconciliations exposed to futures, forwards, options, fixed income, equities
- Filling in redemption & subscription documentation for funds, tax documentation (W-8BEN, W9), verifying & tracing trades
- Pricing of funds/ Pricing log reporting
- Supervising the process of instructing payments on behalf of the funds through various platforms
- Preparing and reviewing net asset valuations including balance sheets, profit and loss reports, income statements, various fee calculations in compliance with IFRS and/or US GAAP
- Assisting clients with queries in a timely fashion
- Assisting/supporting Audits of complex transaction
- Calculating P&L on forward contracts, futures, swaps, interest on various loans
- Training new personnel

Citco Fund Services, Amsterdam – August 2011 – August 2012
Trainee

EDUCATION

The Hague University of Applied Sciences, The Hague, Netherlands
Bachelor of Business Administration
Major: International Business & Management Studies
Minor: Finance and Accounting - International Corporate Finance, Finance, Management Accounting;
Advanced Accounting, Risk Management, Derivatives
Graduated: June 2012
Average Grade: 8.36/10.00

University of Applied Science Wiener Neustadt, Austria
Exchange Semester
Specialized in: Financial Modeling; Financial Investment; Money, Banking and Financial Markets;
Business Alliances
February, 2011- July 2011

SKILLS

- **Languages:** Bulgarian (*Native*), English (*Fluent*), German (*Advanced*)
- **Computer:** Microsoft Office, Bloomberg, Dreamweaver, Adobe Photoshop, Web 2.0
Communication, TreasuryEdge, CCS, Step, Corona, Aximo, Ephesus

AWARDS & CERTIFICATES

- Cambridge University Certificate of Advanced English May 2007
- Bulgarian National Mathematics Team Competition, 4th place May 2005

OTHER EXPERIENCE

T-Mobile, Netherlands September 2010 – December 2010
Research Project assigned by T-Mobile Customer Finance Department

- Analyzed the billing process and the different current control mechanisms
- Assessed the feasible future implementations of new security control tools