

Amreeta Gujrati, CA

09-10 Heritage View, 8 Dover Rise, Singapore 138679
Email: amreetadesai@gmail.com; Phone: 98561280 (M)

PERSONAL DETAILS

Date of Birth	11 th March 1983
Marital Status	Married
Nationality	Indian

EDUCATION

CFA Level III (USA) Completed	Jun'10
Chartered Accountancy (I.C.A.I., India)	Nov'05
Bachelor of Commerce (H.R. College, Mumbai, India)	March '04

WORK EXPERIENCE

SS&C, Singapore (acquisition from Citi from Mar'16)

Assistant Vice President (Jan'17-Present)

- Managing a team whose primary role is to perform fund administration of hedge fund clients
- Leading a project to automate the hedge funds allocation
- Co-leading for onboarding of major client
- Knowledge and experience in handling various products traded by hedge funds as well dealing with different type of fund structures

Manager (Jan'14-Dec'16)

- Leading migration projects as a part of acquisition by SS&C
- Onboarding various new clients
- Co-leading the project to improve service quality of outsourced offshore FA team by tracking error logs and suggesting controls to be put in place to avoid errors in NAV

Citibank Hedge Fund Services, Singapore

(Nov'13-Dec'14)

Senior Fund Accountant

- Preparation and Finalization of Net Asset Value for hedge funds
 - Review custodian reconciliation, to identify, determine causes and then make necessary adjustments
 - Accruing and verifying calculations of non-security related accruals including management fees, incentive fees and other expenses
- Review of NAV's prepared by other fund accountants
- Preparation of investor reporting like Investor Transparency Reports, Capital Statements investor audit confirmations and ad-hoc requests
- Providing audit support and assistance to funds in the preparation on financial statements

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Amicorp Management India Pvt. Ltd., Bangalore

(Jun'10-Dec'11)

Assistant Manager – Fund Services

- Responsible for Calculation and Finalization of daily/monthly/annual NAVs
 - Processing Securities (Equity, Debt, Funds) Transactions
 - Perform daily and monthly securities pricing and analysis
 - Review Accounts to custodian reconciliation to identify, determine causes and then make necessary adjustments
 - Performing functions like P&L analysis, checking client's contributions and redemptions etc.
 - Processing and reconciliation of bank and cash transactions
 - Responsible for accruing daily or monthly non-security related accruals including management fees, incentive fees and other expenses.
 - Validate and process corporate action data
 - Reviewing NAV Statements and Contract Notes issued to shareholders.
- Providing audit support and assistance to funds in the preparation on financial statements

Sobha Renaissance Information Technology Pvt. Ltd., Bangalore

(Oct'08-Dec'09)

Associate Manager – Corporate Finance

- Key member of the Corporate Restructuring team
 - Restructuring budgets to suit business needs
 - Financial evaluation of project proposals
 - MIS reporting
 - P&L analysis and variance reporting
 - Cash flow analysis
 - Audit and DD support
- Preparation of Business Plans
- Leading a team for efficient accounts receivable

PricewaterhouseCoopers Pvt. Ltd., Mumbai

(Apr'07-Sept'08)

Associate in Financial Advisory Services

- Non-Performing Loan Sales and Portfolio Value assessments for Banks
 - Been a key member in sell side advisory for portfolio sales.
 - Assisted on buy side advisory for portfolio sales
- Due Diligence for Banks and Private Equity Funds
 - Performing pre- investment due diligence of companies

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Morgan Stanley Advantage Services Pvt. Ltd., Mumbai

(Oct'06-Apr'07)

Associate in Equity Financing Services

- Performing functions like P&L analysis, checking client's contributions and redemptions etc.
- Performing daily and monthly securities pricing analysis
- Verifying performance by reviewing large P&L swings
- Analysis of corporate actions
- Review Accounts to custodian reconciliation to identify, determine causes and then make necessary adjustments
- Responsible for accruing daily or monthly non-security related accruals including management fees and financing accruals
- Perform daily and monthly securities pricing analysis
- Validate and process corporate action data
- Providing audit support and assistance to funds in the preparation on financial statements

Kiran Mehta & Co. Chartered Accountants, Mumbai

(Aug'02-Aug'06)

- Audit of Companies
 - Manufacturing Companies (Ayurvedic products, Biscuits)
 - Trading Companies
 - Travel Agent (GSA of British Airways)
- Audit of Insurance Companies and Banks
 - Oriental Insurance Co. Ltd.
 - Dena Bank
- Tax work
 - Routine tax work regarding computations and preparing of returns
- Special Assignments
 - Fraud Investigation Assignment
 - Project Report for Loan Application
 - Preparation of Consolidated Reporting Package for Foreign Subsidiary in India

REFERENCES

On Request