

CARA ZHANG

cara.kokoro@gmail.com

EDUCATION

The Chinese University of Hong Kong <i>Master of Science in E-commerce and Logistic Technologies</i>	Hong Kong 2011 – 2013
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Shen Zhen University <i>Bachelor of Art in Finance</i>	Shen Zhen 2007 – 2011
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- **GPA:** 3.8 / 4.0
- **Honors:** National Scholarship

Certificate & Professional Membership

U.S.CPA (AICPA Membership)

WORK EXPERIENCE

An Asset Management Company (100-150 employees) <i>Full time, Associate, Operation</i> 2017.6 – Now	Hong Kong
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- Be in charge of one Secondary Market Mutual Fund (Fixed Income directional) & two Primary Market PE Funds (Debts focus).
 - NAV Reporting & Reconciliation
 - Weekly estimate NAV report to Management;
 - Reconcile monthly Fund valuation reports & TA reports with Fund Administrator;
 - Update fund performances in marketing collaterals.
 - Subscription, Capital Call, Distribution, Redemption & Settlement
 - Prepare related documents (Board Resolutions, Capital Call/Distribution Notices to investors, Expenses payment/Share certificate deposit/Trade Settlement instructions to custodian/banks)
 - Work closely with trader, broker & PB to ensure trades are successfully settled; daily trade match & position/cash/price reconciliation with PB/FA
 - Other
 - Bank account opening/closure/authorized signatory updates
 - Audit, FATCA, CRS, KYC follow up
 - Work with liquidator to liquidate both the Fund & GP

Banyan Capital Partners HK Limited (20-30 employees) <i>Full time, Accountant 2015.5 – 2016.11; Finance Manager 2016.11 – 2017.6</i>	Hong Kong
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- Responsible for the financial reporting of three Cayman PE funds (Equity focus), related SPVs and other entities in the Group.
 - LP Matters
 - Prepare drawdown notices, distribution notices, capital account statements and other specific reporting requirements (business summary, due diligence questionnaires) for limited partners in accordance with LPA
 - Fund Matters
 - Report to CFO with the full set financial statements; taking care of the fund expenses, cash budgets, investment revaluation (latest round, multiples), Ratios (IRR/MoIC/TVPI/DPI/RVPI), Preferred Return, Carried Interest, and waterfall calculation.
 - Others

- Ensure regulatory timelines for annual return filing, tax filing and coordinate with auditors and tax advisors regarding to audit, US corporate tax (PFICs, K-1) & FATCA/CRS reporting.
- Knowledge on common deal structures (Common Stock, Preferred Stock, Convertible Notes, Bridge Loans, VIE, Held on behalf of the holders)

Sylinghim Limited

Hong Kong

Full time, Accountant 2013.12 – 2015.5

- Held accountable for BVI Fund, Commission & Company accounting to smooth company operation, to improve internal financial control and to provide statistic support for sales & marketing team.
 - BVI Fund accounting
 - Recorded fund transactions and reconciled NAV with bank statements, which maintained a high quality database with accurate fund price for investors.
 - Commission accounting
 - Split commission for sales team, prepared team performance ratio and trend charts for managers, which resulted in a better internal incentive system.
 - Company accounting
 - Prepared full set financial statements for directors, handled invoices & receipts, payroll & MPF, reconciliation, which helped to establish a better internal control system integrated with documents preservation and cash flow supervision.

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in Mandarin, Cantonese and English

Computer Skills: Word / Excel / PowerPoint / MYOB / Linedata