

## **LIM CHUNG HENG**

BLOCK 980A, BUANGKOK CRESCENT, #08-95, S531980

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### **SUMMARY**

- Total 7 years+ of extensive experience in the fund accounting sector.
- 2 years experiences at Fund administration on client's end
- 5 years experiences at client servicing on Fund accounting
- Enthusiastic, motivated, organized and meticulous with a flair for details
- Strong team-working and multi-tasking skills. Responsible, persistent and enjoy the challenge of resolving issues.
- Ability to work in fast paced environment and under pressure and successfully delivers within tight deadlines.

### **PROFESSIONAL EXPERIENCE**

Feb 2013 – Current

Fund Accountant (Private Equity & Hedge Funds) - Alter Domus Singapore Pte. Ltd.

- Pioneer member involved in setting up Alter Domus Singapore office in 2013.
- Engaging various projects such as system processes upgrades testing, process enhancement (UDT), new client ad-hoc projects, managed and ensured smooth delivery and implementation.
- Preparation of periodic financials, investor and investment reports and calculations, i.e. IRR, Multiples, in accordance with US GAAP and IFRS for all client entities.

Aug 2010 – Jan 2013

Fund Administrator (Private Equity) - JAFCO Investment (Asia Pacific) Limited

- Administer in-house funds, with investments in Asia Pacific region, valuating funds' assets and settlement of its trades with custodians
- Setting up of new companies and funds, under Singapore Enhanced Fund-Tier Scheme and registering under various Asia Pacific region regulatory bodies.
- Preparation of investor and investment reports, with dissemination to the investors and internal board management.

Sep 2007 – Aug 2010

Fund Accountant (Hedge Funds) - Citibank N.A.

- Execute comprehensive review of NAV report pack and review exceptions to ensure no NAV impact and items cleared treated correctly
- Processing of subscriptions, redemptions and transfers for investment funds.
- Preparation of financial statements, waterfall calculation, corporate actions, payments etc

### **ACADEMIC QUALIFICATIONS**

- Bachelor of Business (Economics and Finance) with Distinction, 2009  
Royal Melbourne Institute of Technology (RMIT)
- Diploma in Business Information Technology (E-Business Management), 2005  
Singapore Polytechnic

## PERSONAL PARTICULARS

Name : Lim Chung Heng  
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Address : Block 980A, Buangkok Crescent, #08-95, S531980  
Gender : Male  
Nationality : Singaporean  
Marital Status : Single

Availability : 2 month (negotiable)

## ACADEMIC QUALIFICATIONS

Jan 2008 – Dec 2009  
Royal Melbourne Institute of Technology (RMIT)  
Bachelor of Business (Economics and Finance) with Distinction

Jul 2002 – May 2005  
Singapore Polytechnic  
Diploma in Business Information Technology (E-Business Management)

Jan 1998 – Dec 2001  
Xinmin Secondary School  
Cambridge 'O' Levels Certificate

## PROFESSIONAL EXPERIENCE

Feb 2013 – Current

### **Alter Domus Singapore Pte. Ltd.**

Fund Accountant (Private Equity & Hedge Funds)

- Ensuring effective preparation of periodic reports (monthly/quarterly) and financial statements in accordance with US GAAP and IFRS for all client entities
- Preparation and compute distributions and drawdown calculation and notices to/from investors.
- Update valuation reports on the details of investments/divestments and impairments taken and computation of Internal Rate of Return, Multiple, etc on investments for the Limited Partnership
- Prepare capital account statements and its circularisation to investors
- Preparation and submission of quarterly GST statement of claims for all Singapore clients
- Completion and maintenance of Know Your Customer and Client Due Diligence Files
- Planning of annual audits and management of audit process
- Co-ordinating with other Alter Domus offices, such as Luxembourg and Hong Kong, in relation to work undertaken in those locations for the client structure
- Maintain strong client relationship and advise client on fund related matters, with regular video conferences and meetings held.
- Engaged in various projects such as system processes upgrades testing, process enhancement (UDT), new client ad-hoc projects, managed and ensured smooth delivery and implementation.
- In charge of providing mentoring to new hires.

Aug 2010 – Jan 2013

### **JAFCO Investment (Asia Pacific) Limited**

Fund Administrator (Private Equity)

- Maintain full set of fund accounts using the system Accpac and Investran.
- Prepare cash and securities reconciliations, monthly reports and analysis within tight deadlines.
- Update valuation reports on details of investments/divestments and impairments taken into account.
- Preparation of financial statements, notes and working papers for annual audit of the funds
- Compute and prepare cash distributions and drawdown to/from investors.
- Manage corporate action instructions and follow up intensively on settlement of trades and monitor other corporate actions
- Prepare Power of Attorney and proxy forms on investee companies, auditors and local agent of Taiwan and India.
- Coordination of fund entities with SEBI for registration of FVCI and regulatory for investments in India
- Incorporation of new special purpose vehicles (SPV) and preparation of board minutes and proxies for the subsidiaries.
- Register Funds under Singapore Enhanced-Tier Fund Tax and prepare quarterly GST statements of claims.
- Process remittances and send timely and accurate trade settlement advice to custodians

Sep 2007 – Aug 2010

**Citibank N.A.**

Fund Accountant (Hedge Funds)

- Perform Cash and Securities reconciliation on a daily and monthly basis (depending of the fund reporting schedule)
- Perform price and corporate actions check between Citi and Bloomberg system.
- Execute comprehensive review of NAV report pack and review exceptions to ensure no NAV impact and items cleared treated correctly
- Attend to clients' queries and interact with fund managers, trustees and counterparts to ensure all client deliverables are achieved within agreed reporting deadlines.
- Provide assistance to Fund accounts for reporting of audit requirements.
- Processing of subscriptions, redemptions and transfers for investment funds.

## **SKILLS & ATTRIBUTES**

**Competent in the following software:**

- Microsoft Office
- Investran
- Paxus
- eFront
- Accpac
- Multifonds
- Bloomberg

**Language Proficiency:**

- Spoken: English, Mandarin
- Written: English, Chinese

## **REFERENCES**

Available upon request