

WORKING EXPERIENCE

Oct 2007 – June 2017

Officer with State Street Fund Services (Singapore) Pte Limited

Fund Administration for Private Equity and Real Estate Funds (Alternative Investment Solution) covering the below responsibilities.

Cash Management

- Validate supporting documents prior to cash wire preparation using clients' third party banking platforms; coordinate with authorizers ensuring all payments are processed within the banks' cut off time.
- Adhering to Fund Transfers Agreements ensuring proper instructions are received from authorized person and perform call-back.
- Investigate and resolve on failed transactions and returned funds.
- Monitor of capital activities and follow up with banks and/or investors on unusual transactions.
- Reconcile clients' recharged claims on SPVs expenses and provide monthly report to clients.
- Administer credit facility documentation submission including drawdown, conversion/rollover, repayment and interest calculation.
- Prepare documentations required to open and close bank accounts.

Investor Due Diligence and Services

- Communicate, track and collect required KYC/AML documentations in accordance with investors' checklist requirements as well as adhering to MAS KYC/AML standards.
- Perform periodic screening on Dow Jones Factiva and Thomson Reuters World Check. Further investigate on negative news and provide basis of discounting possible hits.
- Liaise with MLRO on negative news/sanctions hits and assisting with filing of Suspicious Transaction Reports to MAS.
- Verify the source of fund and source of wealth of beneficiary owners and liaise with Compliance on getting PEP approval.
- Assist on FATCA and CRS forms collation and perform data validation against Investors' records.
- Maintain investors' static data in Investran and Intralinks.
- Generate, review and disseminate investor communications relating to capital call and distribution notices.

Client KYC/AML Onboarding and Remediation

- Involve in KYC/AML remediation project for existing clients' records.
- Input information in the Risk and Money Laundering Rating System for deal team process and approval of new clients.
- Liaise with Compliance to resolve queries and follow-up with clients to close missing gaps.

Overseas secondment (Guernsey Office)

- Involved in a global project for 6 months period with the objective to streamline core processes across 4 jurisdictions in Europe.
- Conducted discussion with department heads to understand the current work streams and documented findings for management review.

Apr 2007 – Oct 2007

Business Executive (Region Asia) with Volvo East Asia Pte Ltd

- Preparing monthly Gross Profit Margins report analyzing sales performance by markets (China, Japan, Korea, SEA) and by product groups (Marine and Industrial sectors).
- Investigate and provide commentaries for major variance in profit margins, and follow-up on corrective actions.
- Calculate weekly and monthly inventory turnover/days.
- Liaise with Sales Managers on overdue debts, credit terms and highlighting to management on potential bad debts.

June 2000 – April 2007

Senior Executive (Portfolio Management) with Juniper Capital Ventures Pte Ltd, a Venture Capital firm.

- Preparing monthly reports highlighting investments status, IRR, cash burn, revenue streams, progress of fund raising, pre and post money valuations, potential IPOs and stocks/cash distributions.
- Revalue investments to its latest post-valuation price, compute equity stake in investee companies and provide commentaries on diminution in value of investments.
- Provide quarterly management reports to Board of Directors and Internal Audit Committee.
- Liaise with USA stock brokering firms on receipts and sales of quoted stocks.
- Coordination with lawyers on closing investment papers and issuance of investments' share certificates.
- Assist in divestment of Group's subsidiaries in Singapore, Malaysia and Thailand.

May 1999 – June 2000

Costing Assistant with Castrol Singapore Pte Ltd

- Costing of development products and calculation of transfer pricing.
- Perform cost roll-up and involve in annual standard cost revision exercise.
- Perform variance analysis and monitor profit margin.
- Assist auditors in conducting semi-annual stock takes and reconciliation.

Jan 1998 – May 1999

Audit Officer with Tang Cheng Lin & Co, CPA Firm

- Conduct external audits for small-to-medium size companies.
- Preparation of audit schedules and drafting of audit programs.
- Computation of personal and companies' taxation.
- Corporate secretarial services.

PERSONAL DATA

Name: Agnes Low

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Race: Chinese

Marital Status : Single

Citizenship: Singaporean

Contact: 9150 7822 (mobile)

Email: agnes.ssg@gmail.com

EDUCATION

Oct 1995 – Aug 1997

University of Kent at Canterbury (UK)
Bachelor of Arts (Honours) in Accounting & Finance
Awarded Second Class Honours (Lower)

Jun 1993 – Jun 1995

Singapore Polytechnic
Diploma in Accountancy

STRENGTH & ABILITIES

- Conversant with Microsoft Word, Excel and Outlook.
- Conversant with Investran, Intralinks, World Check One, Factiva, Prime.
- Meticulous and attention to details.
- Committed to perform good work.

CAREER RECOGNITION

- Spot Winner Award in Year 2016, 2015, 2012 and 2011 - State Street Fund Services (Singapore) Pte Limited.
This award is peer-to-peer recognition of individual commitment toward work performed.
- AIS Team Recognition Award in Year 2012 - State Street Fund Services (Singapore) Pte Limited
This award is to recognize Team's exceptional performance, collaboration and teamwork.
- Helier Maurant Award Year 2008 – Maurant Fund Services (Singapore) Pte Limited
This award is to recognize the best Client Service Team for its exceptional performance in serving clients.