

WORK EXPERIENCE

Aug 2014 - Present Mornington Services Pte Ltd
Operations & Administrative Manager

Mornington is a dedicated family office which provides investment oversight & comprehensive wealth management for asset owners and their beneficiaries within a private family. Mornington also provides administration and monitoring of fiduciary services relevant to family trusts and investment structures to ensure relevance for needs of owners and beneficiaries.

I have responsibility of managing all service provider relationships (including negotiation of fees and review of services) with global custodian, institutional trustees, accountants, corporate secretarial services, banking, investment managers, brokers & IT security vendors.

I have oversight of the following:

Fiduciary & Trust Administration:

- Work closely with external Institutional Trustees for all trust admin matters, distributions to beneficiaries and preparation of financial statements for trusts and underlying investment holding entities.
- Work closely with external council to effect amendments to trust deeds and/or changes in trustee and ensure family members peace of mind.
- Keeping up with regulatory changes in the trust space.

Philanthropy Administration:

- Work closely with the Grants Committees of foundations for which Mornington provides administrative support in grant-making.
- Administration of grants and follow-on reports by grantees.

Investment Operations:

- Monitor investment processes and mandated investment parameters of external discretionary managers.
- Ensure proper execution of investment transactions that are advisory in nature.
- Continuously improve on current criteria for selection of external brokers/managers for management of assets.

Funds Transfer & Liquidity Management:

- Supervise administration of banking and fiduciary services provided by banks and trustees/trust administrators.
- Set policies and procedures on funds transfer processes and authorities over various bank accounts.

Other Operational Functions:

- Ensure IT systems are current and secure; work with IT consultant/service providers to implement appropriate security software for all stakeholders secured communications.
- Assist Managing Director in hiring, training, supervising, and evaluating assigned staff.
- Assist family members in liaising with consultants hired for specific projects, including negotiating deliverables by consultants as required and making payments on behalf of the family.
- Work closely with Captains of family-owned yachts to supervise the administration of budgeting and payments for family-owned yachts.

Jun 2011 – Jul 2014 State Street Bank & Trust (Singapore) & State Street Fund Services (Hong Kong)
Singapore
Project Manager

Project lead on a number of projects of varying nature. This includes:

- Onboarding/transition planning for new and organic growth clients
- System developments surrounding client reporting requirements requiring coordination between the client, operations team and IT
- Set up of new product including drafting of business cases and proposals for management approval and liaising with external service providers.

Skillsets include –

- Ability to understand different stakeholder needs
- Provide timely & informative updates to senior management
- Interpersonal skills to deal with both internal & external parties
- Ability to coordinate between multiple business units for quality and timely delivery of agreed project milestones

Hong Kong
Relationship Manager

Managed the client relationship and the fund administration operations for a large fund of funds client with over US\$1billion in commitments under administration.

Operations Manager

Successfully managed and implemented the outsourcing process of Hong Kong private equity administration operations to Hangzhou which required co-ordination with multiple departments and involving many internal stakeholders.

Managed the key changes in operational process due to the outsourcing arrangements and ensured that delivery of outsourced site complies with SLA. Ensure change management process between operational team and new team set up in Hangzhou was smooth and issues were either resolved or escalated appropriately.

Managed the onboarding process of all new and organic growth clients with both internal and external stakeholders. Scope included both local and global relationships which required coordination and timeline planning with State Street America and State Street Europe.

Mar 07 to Jun 11 State Street Alternative Investment Solutions (formerly Maurant Fund Services, LLC)
Supervisor (03/2007 – 06/2011)

Maurant Fund Services, LLC provides multi-jurisdictional financial administration services, specializing in the administration of limited partnerships, SPVs and other pooled investment vehicles, with over \$170 B of client commitments under administration. On April 1, 2010 Maurant became part of State Street Alternative Investment Solutions.

Singapore

- Part of the team pioneering the company expansion into Asia including pitching and winning initial clients for the Singapore office.
- Played an integral part in setting up the Asia offices, including developing workflows processes, operational controls and integrating best practices of the company.
- Onboarding of several new clients and acting in a client relationship manager role as the main point of contact for clients, auditors & investors.
- Successfully managed client teams who were responsible for the accounting, cash management, quarterly reporting and capital call administration of several clients.
- Participated in interviewing and hiring process of employees for the Singapore office.

New York

- Supervisor on a fund accounting team for a private equity client with a large family of funds reporting both in US GAAP and IFRS.
- Experience in managing different teams of people on Investran conversion projects.
- Played an office-wide leadership and consulting role on Investran functionality and usability.

Aug 06 to Mar 07	Macquarie Infrastructure Management (USA) Inc. (New York) <i>Executive (08/2006 – 03/2007)</i> <p>Functioned as part of the set-up team for Macquarie Bank's unlisted private equity fund vehicle – Macquarie Infrastructure Partners. MIP is made up of several parallel funds with different investors contributing capital into the fund to purchase investments.</p> <p>Reporting directly to the CFO, mainly responsible for the operational & administrative functions of the fund including capital calls, distributions, fund accounting & tracking of investor's capital.</p>
Feb 05 to Aug 06	BISYS Private Equity Services (New York) <i>Senior Associate (02/2005 – 08/2006)</i> <p>Responsible for keeping accurate books and records of various private equity funds including financial statements.</p> <p>Main point of contact when liaising with clients and thus responsible for any ad hoc projects/reports requested by clients.</p>
Aug 00 to Feb 05	Ernst & Young, LLP (Singapore & New York) <i>Senior Auditor</i> <p><u>New York</u> Conducted quarterly and year-end audit for a number of funds within a hedge fund.</p> <p><u>Singapore</u> Conducted audits for a portfolio of clients in a variety of industries, including manufacturing, trading and distribution, educational institutions, shipping, construction and government bodies.</p> <p>Experience working on a client due diligence to facilitate a takeover.</p>
PROFESSIONAL QUALIFICATION	Australian Society of Practicing Accountants - CPA
TERTIARY EDUCATION	Monash University (Australia) Postgraduate Diploma in Advanced Accounting, July 2000 <p>University of Melbourne (Australia) Bachelor of Commerce (Accounting and Finance), December 1998</p>
COMPUTER SKILLS	Microsoft Office PeopleSoft Investran Lotus Notes
INTERESTS	Triathlons, Badminton, Food and Traveling.
REFERENCES	Available upon request.