**GLENN GOH JUNXIAN**

Blk 19 Joo Seng Road, #14-122, S (360019) | (65)90185995 | glenngohjx@hotmail.com

May 25, 2016

Hiring Manager

Lion Global Investors Limited

65 Chulia Street, #18-01

OCBC Centre,

Singapore 049513

Dear Sir / Madam,

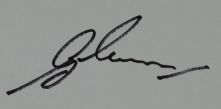
I am writing in with great interest to serve Lion Global Investors Limited in its fund operations. Please accept the enclosed résumé as a professional introduction and application for the Reconciliation and Reporting Services position.

To serve Lion Global Investors in its operations team, would be a rewarding experience for me. I approach this challenge confidently, knowing that my professional background in the fund services sector would provide me with the competency to accomplish the goals of this position.

Please consider my experience that make me relevantly qualified for the respective role:

* Main focus in managing relationships with fund managers based in Southeast Asia.
* Prepare monthly NAV, weekly estimates and perform reconciliations with prime brokers.
* Carry out monthly NAV reporting to the investors and external parties.
* Booking of the funds’ transactions and investors’ subscriptions/redemptions.
* Prepare board meeting reports on a quarterly basis.
* Hands-on with KYC verification for investors.
* Assist auditors during the funds’ audit period.

It would be a great prospect to be part of your team of skilled professionals, ever ready to contribute to the growth of the fund. My passion for this industry is displayed within my work experience in my résumé and it would be a great pleasure to have an interview with you. Your consideration is very much appreciated.

Yours Sincerely,   


Glenn Goh   
  
Enclosure: Résumé

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**Personal Summary and Objective**

I am a working professional in the field of Fund Services. Through my work experience acquired from established corporations, I have worked in areas covering:

* Investors AML & KYC
* Funds Transfer Agency
* Fund Accounting

My objective of application is to obtain service in a Reconciliation and Reporting position with Lion Global Investors Limited. I am highly driven and seek to thrive in an asset management environment, with a dedication to supporting the fund operations.

**Work Experience**

**SS&C Fund Services (Asia) Ltd** *(Formerly, Citibank N.A. Alternative Investments Services)* October 2015 – Present

**Fund Accounting, Assistant Manager**

* Currently maintain a client portfolio of 6 Southeast Asian hedge funds.
* Prepare the calculation of the funds’ monthly Net Asset Value (NAV) and weekly NAV estimates.
* Perform monthly cash, position and market value reconciliations between banks, prime brokers and the fund.
* Verify all positions’ pricing and corporate actions with the use of Bloomberg data for accurate processing.
* Facilitate the payment of the funds’ expenses and master/feeder fund transfers to prime brokers.
* Process income and expense accruals including fees calculations.
* Prepare the Administrator’s reports for the funds’ quarterly Board meetings.
* Assist auditors with the preparation of yearly financial statements after the funds’ year end period.
* Assist investment managers with the setting up of new fund launches.
* Work with the daily use of Geneva accounting software and SHARP investors transfer agency platform.

**Citco Fund Services (Singapore) Pte. Ltd**  July 2014 – October 2015

**Investor Relations (NAV) Specialist** (*For 6 Hedge Funds and 1 Private Equity*)

* Client portfolio includes Singapore-based multi-billion dollar fund and 2014 AsianHedge Best Japanese fund.
* Acted as the single point of contact to manage queries from High-Net-Worth entities and individual investors.
* Published the funds’ monthly NAV and variances to investors.
* Carried out the booking of subscriptions/redemptions and ensure good order of the trade documentations.
* Distributed the monthly shareholders registers and benefit plan (ERISA) investors’ reports.
* Generated capital drawdowns, cash receipts and capital account statements for the private equity using SunGard Investran software.
* Prepared the Administrator’s reports for the funds’ quarterly Board meetings.
* Reviewed the funds’ latest Offering Memorandum and Subscription/Redemption Agreements.
* Undertook due diligence and compliance evaluation of funds and investors as per MAS and global KYC policies.
* Ensured that the investors’ documentations are in compliance with FATCA regulations.
* Assisted auditors in preparing tax, fund governance statements and audit confirmations.
* Facilitated the transfer of the funds’ subscription monies to their prime brokers on 1st Business Day of each month.
* Worked with the daily use of advanced integrated systems such as Æxeo Investor (AXI) and Enterprise Content Manager (ECM).

•Review of subscription agreements  
•Follow up with investors on missing documentation  
•Maintenance of all electronic and physical partner records  
•Maintenance of bank accounts for funds assigned  
•Preparation and review of daily and weekly performance releases  
•Production of partner statements and correspondence  
•Appropriate handling of fund manager and investor calls  
•Assisting with various projects as assigned•Review of subscription agreements  
•Follow up with investors on missing documentation  
•Maintenance of all electronic and physical partner records  
•Maintenance of bank accounts for funds assigned  
•Preparation and review of daily and weekly performance releases  
•Production of partner statements and correspondence  
•Appropriate handling of fund manager and investor calls  
•Assisting with various projects as assignedReview of subscription agreements

**Blackwell Global Investments Ltd** May 2013 - September 2013

**Client Relations (Intern)**

* Administered clients’ account openings of Taiwan office on a daily basis.
* Ensured all documents were in compliance with regulatory requirements and internal policies.
* Oversaw with a team of five the database of 10,000 clients using the company’s BackOffice system.
* Bolstered clients’ relationship through Live Support Chat.
* Monitored clients’ performances and attended to requests, such as leverage change and pulling of trade histories.
* Conducted constant updates of Introducing Brokers’ rebates structures and commissions.
* Reviewed Money Managers’ performances and high water mark fees, as well as the rewards of their respective partners.

**DBS Bank Ltd**  September 2009 - February 2010

**Credit Risk (Intern)**

* Worked with a high level of integrity and responsibility with handling information as according to the Bank’s practices.
* Monitored clients’ accounts with ageing payment receivables such as credit card loans and line of credit.
* Initiated 300 outgoing calls to owing customers and collected a minimum of SGD 31,000 on a daily basis.
* Managed daily incoming calls regarding credit related queries and personal financial issues.
* Involved in organising Singapore Collection Centre Christmas Gathering 2009 and Chinese New Year celebration 2010.

**Educational History**

**Claritas Investment Certificate** September 2014 – March 2015

* CFA Institute | Singapore

**Bachelor of Science in Banking and Finance** *(\*Graduated with Second-Class Honours)*

* University of London | Singapore September 2012 – May 2014

**Diploma in Banking and Financial Services**

* Ngee Ann Polytechnic | SingaporeApril 2007 - May 2010

**National Service**

**Republic of Singapore Air Force** June 2010 - June 2012

**Dedicated Crew-Chief**

Last rank held – 3rd SGT

* Laid out preventive maintenance daily flight servicing and launching of the Apache helicopter for mission and military exercises.
* Participated in a two and half months’ national deployment in Exercise Wallaby (Rockhampton, Australia).
* Qualified as a Weapon Load Crew and trained in weapons arming/loading of small and large ammunitions.
* Upheld a Squadron’s training-in charge role and arranged course work materials for new batches of OJTs (On Job Training).

**CCA and Leadership Experiences**

**SIM Investment & Networking Club (INC.)** September 2013 - Jan 2014

**Research Committee**

* Attended weekly meetings on the department development plan.
* Supplied research studies and analysis for student comprehension during events organised by INC.
* Contributed articles to INC. internal information data vault based on introduction to Forex and Commodities Futures.
* Prepared write-ups on US economy outlook for the annual event - Youth Financial Symposium 2013.

**Ngee Ann School of Business & Accountancy Bulletin Board Group** April 2009 - August 2010

**President**

* Led a team of five to manage monthly news updates surrounding the school involvements with corporate companies, interschool competitions and social enterprises.
* Corresponded and held monthly meetings with the school lecturers.
* Focused on the students’ interests by placing subject concepts in the news feeds to support academic learning.

**Languages and IT skills**

* Holds a fluent conversational and written proficiency in English and Mandarin.
* Proficient with MS Word, PowerPoint and Excel applications.
* Performs consistent application on Bloomberg Terminal.

**Leisure**

* **Personal interests:** Fitness and Nutrition, Jazz music and Psychology.
* **Events participated:**
* Competed in The Pinnacle (Triathlon) Race Sports Event in 2009.
* Performed music gigs at Hard Rock Café and Timbre in 2013.