**Leong Kit Lu**

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**Career objectives**

To obtain a position that will utilize my skills and experiences and which will also provide me with the opportunity for growth and advancement.

**Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MS Office | MS Excel | Audit Software (AS2) | Interactive Data | Efront (basic) |
| (IDC) |
| Multifonds | Global Security Master | Bloomberg | Reuters | Investran (basic) |

**Employment Experience**

Citibank/SS&C

**Private Equity Fund Accountant 2 April 2015 – Current**

* Currently in a team servicing a client which focuses on private equity investments in China and South Asia with a total AUM of close to US$11 billion.
* Responsible for providing fund accounting services for clients i.e. monthly accounts including statement of investments, quarterly financial reports (unaudited financial statements, PCAPs)
* Managing capital events which includes preparation of call and distribution allocation worksheets and investor notices and processing of payments for distribution.
* Worked on quarterly calculation of management fees and waterfall model for calculation of carried interest.
* Participated in year- end audit process by assisting in the provision of PBC list and audit confirmation.
* Communicating effectively with clients and service providers to handle various client and limited partner requests and resolving these requests/queries in a timely manner.
* Review all investment documents and document investment structure.
* Worked with newer team members to ensure best practices within the team.

**Securities Processing Analyst 2 (Team Lead) May 2012 – April 2015**

* Worked with US/Australian/India based teams to contribute to successful service delivery of security pricing, coding and corporate actions to internal stakeholders (in US & Asia) for the generation of daily Net Asset Valuation reporting for Fund Administration clients by meeting Pricing & Data Master performance service levels.
* Proactively identify potential BAU issues and escalate to manager in a timely manner.
* Worked with manager and team to ensure remedial actions are executed effectively in the event of system outages. Also liaised with internal and external service providers to ensure corrective action is taken going forwards.
* Mentoring juniors to ensure best practices in the team.
* Assisted manager in reviewing and fine tuning existing processes for new system enhancements.
* Participated in cost efficiency project

Deloitte & Touche LLP

**Audit Associate Year 2 Dec 2010 – Dec 2011**

* Worked in a compliance heavy environment as part of an audit team for 2 SGX listed companies - shipping and retail.
* Gained exposure to a spectrum of industries and understanding of various nature of businesses.
* Worked within tight timelines to meet client deliverables.
* Perform audit fieldwork and assisted in the preparation of audit reports in accordance with specifications by Deloitte audit standards.

**Qualifications**

**University of Western Australia 2008-2010**

Bachelor of Commerce

Accounting & Finance (Corporate & Investment) Major

**Temasek Junior College 2004-2006**

GCE A levels