A versatile fund accounting professional with 15 years’ experience in handling unit trust, insurance, pension funds with multiple share classes and diversified portfolio of global investments.

**Professional Experience**

**Citibank NA Singapore**

**Institutional Clients Group, Operations & Technology, Securities & Fund Service**

May 2008 - Current

**Vice President, Trustee operations Manager – Investor Services, (May-2016 – Current)**

* Monitoring investment guidelines of funds as set out in the Funds Compliance Checklist based on frequency agreed with the Trustee/Clients
* Responsible for the account opening and maintenance
* Review of transactions including payment to trustee connected person; custody, fund Administration and Trustee fees.
* Preparation of Audit information/documents & handling Audit request
* Review Tax filling, Semi-Annual and Annual reporting.
* Work with custody team to resolve client’s issue.
* Implement and maintain an updated operating memorandum for all client.
* Attend regular service review with client.
* Heavily involved in the full spectrum of new funds on boarding from request to live in production, on client’s requests and requirements and other operational projects/ initiatives.
* Interpreted the Investment Guidelines provided by the Fund Manager and translate it into a checklist list and the Monitoring system.
* Perform ad-hoc Sanction Screening on list of Client and Vendor.
* Conduct Due- Diligent on Service provider.

**Vice President, Senior Manager - Investor Services, Post Trade Compliance (Jan-2016 – May 2016)**

**Assistance Vice President, Senior Manager (Jan-2015 – Dec 2015)**

The Regional Funds Compliance Team is responsible for providing post-trade compliance monitoring and NAV review Services for funds in various countries.

This role reports to the Head of Funds in Singapore and is responsible for,

* Monitoring investment guidelines of funds as set out in the Funds Compliance Checklist based on frequency agreed with the Trustee/Clients.
* Incorporate new/revised investment Guidelines into the Compliance Checklist.
* Review Prospectus, create a checklist accordance to the investment restriction stated for new fund/client implementation.
* Ensure rule quoted into the system ( MIG21) is as per the restriction guideline
* Work on the efficiency initiative for Post trade compliance team, review the operational and implementation process of the team. Aim to achieve higher efficiency per FTE.

**Vice President, Senior Manager - Investor Services, Long funds & Institutional Portfolio Services (Jan-2016 – May 2016)**

**Assistant Vice President (Jan 2012 – Dec 2015)**

**Manager (May 2008 – Dec 2011)**

This unit provides valuation services, NAV, financial statements reporting, benchmark tracking & analysis, fund manager reconciliation & reporting, special reporting on long fund accounting clients across APAC.

This role reports to the Head of Funds in Singapore and is responsible for,

* Key point of contact for clients, business partners, auditors, management and other stakeholders.
* Owns and drives processes, issues resolutions, assesses process risks and mitigate with controls and achieving operational efficiency.
* Attends regular service reviews with clients and service providers (internal & external providers/vendors).
* Heavily involved in the full spectrum of new funds on boarding from request to live in production, on client’s requests and requirements and other operational projects/ initiatives.
* Oversee two Fund Accounting Teams, provide guidance, advice and support to the team. Setting achievable goals, Review performance and appraise the team on a timely basis.
* Constantly review team daily operational processes, to ensure they are in line with the Operating Procedure of the department.
* Contact point for Trustee for Due diligent review
* Implement and maintain an updated operating memorandum for all client.
* Review NAV

**Key initiatives achieved:**

* Part of the pricing focus group – worked together with the pricing team to assess risk and streamline the process for both Pricing and FA team
* Handle the migration project -coordinated and lead the migration of FA function from Singapore to Kuala Lumpur , successfully completed the project within the stipulated time
* Seconded to Citi Shanghai for 6 months in 2012. Successfully set-up a Fund Accounting team in Citi Shanghai.
* Part of the Citi Shanghai local custody project, performed the gap analysis between the accounting standard of China and the existing accounting standard that our Accounting system is adopting. Aim to obtain custody license for local fund in China.

**Societe Generale Trust Singapore**

Aug 2007 - May 2008

**Manager – Private Banking**

Work closely with high net worth clients and relationship managers in all new funds implementation. Involved from initial discussions, fund concept proposal to product launches. Oversee a team of accountants for daily operations and valuation processes.

**Key initiatives achieved:**

**Operating Memorandum**

* Developed Societe Generale first operating memorandum for clients offering including setting templates, procedures and processes.

**HSBC Institutional Trust Singapore (HTSG)**

June 2001 - April 2007

**Assistant Manager – Institutional Trust**

Deputy in charge in managing a team on net valuation calculation and compliance reporting for unit trust funds & insurance funds. Review valuations, all reconciliations & transaction processing necessary in generating a NAV. Oversee all SWIFT instructions, cash management & projection, executing FX/FD trades and other related trustee & fund accounting duties. Handles portfolio compliance monitoring function to ensure fund manager’s portfolio and their investment activities are aligned with fund’s investment objectives.

Jan 2000 – May 2001

PG Wee & Co.

**Audit Assistant**

Prepare Financial Statement and Tax estimation. Under supervision of the partner and manager , assist with the completion of a variety of audit assignment of companies in the business of trading, manufacturing and entertainment in accordance with the Auditing and Accounting Practices and Guidelines set by the Institute of Certified Public Accountants**.**

**Education**

Deakin University (Melbourne , Australia )

Bachelor of Commerce (Accounting)

July 1998 – Dec 1999

Staffordshire University (Singapore, TMC)

Higher Diploma in Accounting

Jan 1997 – June 1998

**Credentials**

**Language Skills:**

English (Fluent), Chinese (Fluent) , Cantonese ( Fluent )

**System Skills:**

Microsoft Office, Lotus Notes, Navision, Multifond Accounting System

**Character References**

|  |  |
| --- | --- |
| Chew Suat Leng | Previously Senior Vice President - Citibank |
| Wincy Lai | Vice President - Citibank |