NUR DIANIE ABDUL SAMAD (DIANIE SAMAD)

Blk 627 Bukit Batok Central

#03-642 Singapore 650627

Home: 64252110 ♦ Mobile: 96525672 ♦ Email: [nur\_dianie@yahoo.com](mailto:nur_dianie@yahoo.com)

###### SUMMARY OF QUALIFICATIONS

A CPA with more than 8 years of experience in private equity providing timely fund accounting and fund administration services to clients, including 2 years of managing a team of 6 individuals. Also with more than 3 years of experience providing outsourced accounting and administrative services to clients in various industries.

An organised individual who is able to work independently and lead a team to provide excellent services to clients, as well as to accomplish company’s objectives.

**WORK EXPERIENCE**

Currently taking a break for some personal and family time and looking to return to work at the start of November 2016.

January 2014 – June 2016: *Client Services Senior Accountant*, Augentius (Singapore) Pte. Ltd.

* Responsible for overseeing the smooth running of relationship with designated private equity clients
* Worked with back office to ensure and effective back office/front office model
* Maintained good client relationships and accurate understanding of client requirements
* Ensured that work is appropriately allocated across the team to meet client deadlines and provide development opportunities for individuals within the team
* Ensured that the team received constructive support and are trained adequately to carry out their role effectively
* Assisted, advised and resolved technical and operational issues raised by the team
* Performed reviews of designated client accounts and for other teams aa required
* Actively identify ways of improving efficiency and minimising the risk to the company
* Continually improve technical knowledge by attending trainings provided by the Training and Technical team
* Be a role model to all Client Service staff
* ***Client Delivery***
* Responsible for ensuring that the team provides quality service to all clients
* Ensured that reviews are completed on files and to acceptable standards
* Point of escalation for client queries and ensuring these are effectively managed through to resolution.
* Had oversight of the whole administration process to ensure that processes are completed smoothly for designated clients
* Ensured the team were maintaining regular contacts with clients through regular phone calls and emails detailing upcoming deliverables
* Ensured that the team are managing work and is able to meet the deadlines as per the agreed timetables
* Ensured proper dissemination by the team, all financial statements, annual reports and capital accounts to each Limited Partner in accordance to the timelines stipulated in Limited Partnership Agreements (LPAs) and other various agreements
* ***Management of team***
* Responsible for managing 6 individuals – 5 Accountants and 1 Assistant Accountant
* First point of escalation for all technical queries raised by the team
* Developed the team’s technical skills to ensure they have a clear understanding of all technical and operational aspects of their clients
* Ensured that the team maintained an effective relationship with back office
* Developed the team’s ability to evaluate for areas of improvement (productivity and risk control), especially with regards to working relationship with the back office, and spare capacity
* Reviewed team work allocation for areas of spare capacity
* Conducted weekly meetings with the team at the start of the week to ensure that the team are aware of all deliverables and provide assistance to one another if required
* Was proactively identifying areas of departmental improvement and escalating to line manager suggesting appropriate courses of action
* Team holiday and expenses approvals
* Conducted Return to Work catch up sessions with the team to ensure that the team were kept up to date with clients’ requirements during their absence
* Conduct appraisals, agree the team’s personal development plans and set objectives in agreed timescales
* ***Fee Management***
* Ensured invoice cycle (including authorisation and collection) is efficient and completed within the agreed timeline
* Looked for additional value added services and additional revenue opportunities to offer the clients
* Ensured time and cost were updated accurately in the billing system and captured correctly during the invoice cycle
* Ensured that the team have recorded their hours worked on their designated clients regularly
* ***Systems***
* Understood and used best practice on the Investran modules, Active Templates and data structure
* Ensured the team were using ART (internally built by Augentius and linked to Investran) appropriately to produce accounts
* Assisted with the development of Report Wizard and other systems to improve efficiency and reduce manual reporting
* ***Risk***
* Reviewed operational processes for areas of improvement and inefficiency. Escalated such areas and suggesting remedial measures
* Ensured checklists and procedures are followed at all times
* Ensured client checklists are appropriately tailored for client specific risks
* Reported any breaches, complaints or errors to line manager and Compliance officer promptly. Ensured compliance report is updated on a timely basis
* Ensured action points from Internal Audit and error reports were cleared
* ***AML/KYC***
* Worked with the team and Compliance colleagues to ensure that both clients and investors AML/KYC were completed as per the regulations
* Ensured that the team has the basic AML/KYC knowledge of their respective clients and investors
* Completed the online training course for Anti-Money Laundering Course for Personal & Retail Investment Professionals for 2015 and 2016
* ***Ad-hoc activity***
* Trained the Client Services team in Hong Kong to provide them a more practical approach to the processes, at their request

October 2007 – January 2014: *Senior Fund Accountant*, State Street Fund Services (Singapore) Pte Limited, Alternative Investment Services (AIS)

*(previously Mourant International Finance Administration – also known as MIFA)*

* Exposed to different spectrum of private equity clients with different setups and operations
* Exposed to real estate, infrastructure, private equity funds as well as fund-of-funds
* Started as an Accounts Assistant and working up to a Senior Fund Accountant
* Managed 3 Fund Accountants
* Main point of contact with clients and external parties under portfolio
* Recognised as one of the key talents in AIS
* Assisted the Supervisor and Client Relationship Manager on ad-hoc requests not relating to portfolio
* ***Accounting activity***
* Responsible for the review of monthly, quarterly and year end management accounts, including bank reconciliation and cash flow statements, prepared by the Fund Accountants
* Reviewed the monthly bookkeeping and maintenance of general ledger of the fund companies and limited partnership, prepared by the Fund Accountants
* Responsible for the preparation of abbreviated quarterly financial statements in accordance with the Singapore Financial Reporting Standards (SFRS), International Financial Reporting Standards (IFRS) and US GAAP, including the recording of all investments and the quarterly changes in unrealised gains/losses by investment in the general ledger and obtaining period-end valuations from the fund companies and/or other relevant independent valuations
* Maintenance of capital accounts in respect of each Limited Partner
* Responsible for the preparation of the draft annual financial statements of the fund companies and limited partnerships in accordance with the SFRS, IFRS and US GAAP
* Prepared year-end workpaper package and the co-ordination of the same with the auditors and clients of the fund companies and limited partnerships
* Ensured proper dissemination by the Fund Accountants, all financial statements, annual report and capital accounts to each Limited Partner in accordance to the timelines stipulated in Limited Partnership Agreements (LPAs) and other various agreements
* ***Capital activity***
* Responsible for the review, preparation and dissemination of capital activity notices, including, calculating allocations and equalisations for all capital drawdowns, calculating allocations for all distributions, preparing and dispatching all investor call and distribution notices, all in accordance to the LPAs and other various agreements, and reconciling actual versus expected receipts and disbursements
* ***Maintenance of investor information***
* Reviewed the processing of investor subscription materials by the Fund Administrator
* Reviewed the anti-money laundering / know your client reviews completed by the Fund Accountant/Fund Administrator, with respect to investors in accordance with relevant AML/CFT Legislation, as well as the follow-up with investors to resolve problems and requesting additional information as necessary
* Responsible for the review of all static data of investors and the register of the Limited Partners maintained by the Fund Accountant/Fund Administrator
* Responsible for the allocation of income, expenses, gains and losses to individual Limited Partners’ accounts in accordance with the LPA and other various agreements
* Administered procedures for late and defaulting investors, if necessary
* ***Cash Control***
* Assisted in the opening and maintenance of bank accounts, if necessary
* Managed the cash payments, disbursement and corporate actions, upon approval by clients
* Performed regular cash reconciliations and providing the same to the clients
* ***Ad-hoc activity***
* Assisted with various ad-hoc requests from clients and investors

July 2006 - October 2007: *Accounts Executive*, Enterprise Management Pte Ltd

* Responsible for the preparation of monthly, quarterly, half yearly and yearly bookkeeping services (full set of management accounts), including audit schedules, for clients of different industries
* Responsible for the preparation of unaudited (compilation) reports for clients in accordance with the SFRS
* Performed general administrative functions for clients such as invoicing and payments to suppliers.
* Responsible for the preparation of monthly payroll including CPF contributions for clients.
* Responsible for the preparation of quarterly Goods and Services Tax (GST) filing for clients.
* Performed GST registrations for clients
* Liaising with new and existing clients on a regular basis with regards to bookkeeping, payroll, GST and administrative matters.
* Liaising with auditors, company secretary, tax agents and bankers of clients as and when necessary.
* Provided accounting, payroll and GST advice to new, existing and ad-hoc clients on a regular basis
* Provided QuickBook Premier demonstrations and installations for clients at their office locations, including customisation of forms.

September 2004 - May 2006: *Accounts Assistant*, BSL Group

* *BSL Corporate Services Pte Ltd*
* Oversaw the general accounting functions of the department
* Responsible for the preparation of monthly accounts and year end management accounts, including bank reconciliation and cash flow statements
* Oversaw the billing functions for the department including invoicing and receipting
* Performed the functions for Agent for Service of Process (APS), which include acting as an Agent and liaising with the relevant parties for loans involving foreign borrowers.
* Performed other general administrative duties

#### BSL Management Services Pte Ltd

* Responsible for the preparation of monthly, half yearly and yearly bookkeeping services as well as other general administrative functions for clients of different industries, both in-house and at clients’ office locations.

July 2004 - September 2004: *Temporary Data Entry Clerk (Credit Cards),* HSBC

* Data Entry Clerk

November 2003 - June 2004: *Tax Officer (Contract),* Inland Revenue Authority of Singapore

* Enforcement Division (dealing with debt management cases)
* Provided solutions to taxpayers’ debts
* Dealing directly with taxpayers through front-line duties (telephone and interview) as well as through correspondences, making sure service standards were achieved (i.e. 80% of correspondences replied within 3 days to a week)

September 2003 - October 2003: *Temporary Materials Management Assistant,* Health Promotion Board

* Asset tagging (including being out-stationed to schools) in preparation for audit.

##### August 2003 - September 2003: *Temporary Data Entry Clerk (Loans),* HSBC

* Extensive use of Excel
* Data Entry

December 2000 - April 2001: *Temporary Finance Executive,* Islamic Religious Council of Singapore

* Performed partial accounting and assisted in rental collections.

May 1999 - June 1999: *Ngee Ann Polytechnic Industrial Attachment,* Lim Associates (Pte) Ltd

* Assisted in corporate secretarial duties

March 1997 - May 1997: *Temporary Data Entry Clerk,* HSBC

* Data Entry

**EDUCATION**

July 2001 - May 2003 *Bachelor of Business (Accountancy)*

Royal Melbourne Institute of Technology (Singapore Institute of Management)

July 1997 - November 2000 *Diploma in Accountancy*

Ngee Ann Polytechnic

* Class leader for a semester
* Mock setting up of business, including conducting a general survey of the public and the forecasting of financial statements as part of the Final Project in the final semester

1993 - 1996 *GCE ‘O’ Levels*

Bedok North Secondary School

###### PROFESSIONAL QUALIFICATION AND AWARDS

* Certified Public Accountant, Australia
* Won the AIS Division Award in 2012

**ACTIVITIES INVOLVED**

* Actively participate in sports
* Treasury for the Malay Cultural Club.
* Actively participated in performances during school activities such as Youth Day and Hari Raya celebrations.
* Writing for the school paper.
* Member of the Sports and Recreational Club in BSL Group, assisted in coordinating activities
* Member of Toastmasters in State Street
* Actively participates in Work Health Programmes, Professional Women’s Network and Global Inclusion programmes organised by State Street

## **SKILLS AND CAPABILITIES**

* Microsoft Office: Words, Excel, PowerPoint
* Accounting Systems: QuickBook Premier, Accpac, Sun Accounting System, MYOB and Investran
* Computer knowledge: Internet, Lotus Notes, Outlook, HR Toolkit, MeBill
* Language: English and Malay