****

***Personal Details***

***Name: Jacinta Lim Pei Fong Date of Birth: 06/11/1980***

***Address: 28 Canberra Drive, Yishun Emerald, #01-19, Religion: Christian***

***Singapore 768429 Marital Status: Married***

***Email:*** [***lim.jacinta@gmail.com***](mailto:lim.jacinta@gmail.com) ***Contact: 65-9777-4477***

***Work Experiences***

***(2013-Present) Assistant Manager, Finance***

***Axiom Asia Private Capital Pte Ltd Singapore***

*Axiom Asia Private Capital is an independent private equity fund management firm focus on investing in the Asia Pacific region. Established in 2006, Axiom Asia currently manages four private equity fund-of Funds, with total commitments of over US$3.5 billion.*

***My Current Responsibilities:***

* *Assist CFO and Financial Controller in reviewing quarterly financial statements, including schedule of investments, footnotes and related disclosures, and LP (Limited Partners) Partner’s Capital statement.*
* *Perform fund administration duties including checking of capital call and distribution notices, validating reports generated by fund administrators, maintenance of cash flow database and assist in fund audit, etc.*
* *Collate and update underlying portfolio companies (UPCs) performance data and underlying fund managers’ (UFMs) investment activities.*
* *Perform verification of reports submitted by service provider (EIC – eFront Investor Cloud) based on Fund Managers’ quarterly reports, schedule of investments, LP update (investment write-ups).*
* *Validate and follow up with Fund Managers (General Partners) and their fund administrators on any queries pertaining to quarterly performance data.*
* *Deliver investment performance reports for higher management and investor reporting*
* *Create performance charts and performance slides for quarterly/ yearly Limited Partners communication materials, including quarterly progress reports, investor updates, pitch books and annual meeting slides.*
* *Attending to requests and track requests/inquiries from investors and ensure all requests are responded to within stipulated timeline.*
* *Provide weekly report to higher management on outstanding requests that require further attention.*
* *Provide guidance and conduct trainings to finance officers and new hires.*
* *Provide support to CFO and/or Finance Manager on financial management matters and any other matters as may be assigned by the Company at its sole discretion from time to time.*

***Ad hoc assignments:***

* *Involved in planning and development and implementation of new performance and analytics system (eFront – FrontInvest “FIA” & Efront Investor Cloud “EIC”).*
* *Working with vendors (eFront) and transform user requirements into functional tools within the system. Review and test system capabilities, identify and overcome challenges*
* *Prepare templates with historical data for various performance levels (Gross Gross, Gross Net and Net Net level), and according to system requirements.*
* *E-front system testing - Perform checks and compare data generated by eFront system from Fund of Funds performance perspective, Check formulas, test and validate data sets and reports generated by the system, and mitigate errors from output reports.*
* *Validate historical data provided by fund managers to EIC (Data collection center engaged by Axiom to collate performance data)*
* *Participated in planning of EIC process. Coordinated communications to Fund Managers, and maintaining good working relationship with Fund Managers and their fund administrators.*
* *Facilitated EIC template implementation, test system integration into eFront system. Planning and designing EIC reports through eFront system.*
* *Planning of system control and access rights.*
* *Organized trainings for different departments and user groups.*
* *Establish and manage internal processes and timelines to ensure smooth transition from traditional reporting.*
* *Designing dashboards, performance reports, quarterly reports, etc. for all performance level.*
* *Design reports for quarterly reporting, and design checking templates for checking fund administrators reports, EIC reports and all other performance reports generated by eFront – FrontInvest in an efficient manner.*
* *Assisted in preparation of eFront project update slides for 2015 and 2016 Advisory board meeting.*

***Soft Skills:***

* *Analytical Mind*
* *Problem solving skills*
* *Effective communication to build strong business partnerships*
* *Innovative and agile thinking in a test and learn environment*
* *Presentation and meeting skills*

***2007–2013 DBS Bank Ltd. Singapore***

***Treasures Priority Relationship Manager (Associate)***

*To provide investment advice to High Net Worth individuals. I was managing a portfolio size of $180million AUM with a total of 230 clients. Apart from soliciting new businesses and developing lasting relationships with existing clients, I worked closely with other departments, including Enterprise Banking, Loans**and Credit Card,**Treasury department and DBS Vickers to provide value added services to my clients, and to secure business opportunities in other products and services provided by the bank. I have acquired vast experiences in Equities, IPOs, Bonds, Currency Linked Investment an Equity Linked Notes (Options), Treasury products, Mutual Funds and Insurance while working in DBS Bank Ltd.*

***2005–2007 Hong Leong Finance Ltd Singapore***

***Senior Relationship Manager***

*I was a branch relationship manager with Hong Leong Finance Ltd and was promoted to Senior Relationship Manager in January 2006. I was responsible for soliciting new businesses and for developing trusting relationships with our customers through Hong Leong Finance extensive branch network, telemarketing, business referrers, and SME team referrers. My main responsibilities was to promote wealth management services to clients, provide investment advices, and secure business opportunities for other products and services offered by Hong Leong Finance Ltd.*

***Education***

***2004 University of Bradford***

*Bachelor of Science (Honors) in Business Management Studies*

***2001 University of Oklahoma***

*Advance Diploma in Mass Communication*

***1998 GCE “O” Levels***

***Other Professional Certification***

***2012 Institute of Banking & Finance***

*CMFAS Module 6A: Securities and Futures Product Knowledge*

***2012 Singapore College of Insurance***

*- Certificate of Life Insurance and investment – Linked policies II (M9A)*

*- Collective Investment Scheme II (M8A)*

***2006 Certified Financial Planner***

*CFP- Module 1(Associate Financial Planner)*

***2006 Institute of Banking & Finance***

*Module 1B: Rules & Regulations for Dealing In Securities*

***2003 Singapore College of Insurance***

*- Certificate of Life Insurance and investment – Linked policies (M9)*

*- Collective Investment Scheme (M8)*

*- Rules & Regulations for Financial Advisory Services (M5)*

*- Certificate of Health Insurance (HI)*

*- General Insurance (Personal & Commercial)*

***Hobbies & Other Activities***

* *Travelling*
* *Jogging and Brisk walking*
* *Read motivational books and stories.*
* *Volunteering in The Way Church. Serving in Children ministry as a Sunday school teacher and Worship ministry as a vocal singer*
* *Volunteering in social services and outreach organized by church, such as food distribution to needy family and organizing outings old folks (semi-annual)*