**Hiral Zaveri**

**B.COM, MBA (Finance)**

Phone: +65 94314821 (M) ~ Email:hiralzaveri2003@gmail.com

Professional Synopsis

* Experience in a wide range of fund types dealing with various types and high volume of Swaps, Bonds, Equities and other complex derivatives
* Skilled analyzer and reviewer of reconciliations of various departments in fund service.
* Acquired high level proficiency in operating the relevant computer applications like VBA, Excel and the relevant fund-based accounting software like Geneva, Advent partner, NTAS,PT Plus.
* Gained expertise in different accounting methodologies like Equalization, series accounting, Investor wise accounting and Side pocket accounting
* Specialities: Process improvement, Conversion Projects, Launches, Migrations, Workflow analysis, Process Streamlining, People Management.

Work Experience

Current Experience

**Citco Fund Services (Singapore) ltd**

**Fund Accounting Supervisor**

August 2015- Till date

* Ensuring the accurate calculation and dissemination of over 10 Fund NAV's Monthly, including root causing and solving operational issues which arise daily.
* Supervise the streamlining of the day to day processes on a Fund Accounting team and ensure they are as efficient and controlled as possible with minimum exposure to risk.
* Continuous liaising with the client to ensure all services are met and everything is to a high standard.
* Oversight the service delivered by the operational team to ensure the scheduling of operational flows, that the necessary controls are in place and adhered to in order to provide accurate and timely fund accounting/administration services to our clients
* Examine legal documents for fund accounting process considerations.
* Ongoing coordination across various operations teams
* Reviewing all work product prepared by accounting staff including monitoring and pricing of P&L, NAV’s and economic allocations
* Establishing a plan for new client setups, software testing ,conversions and restructuring
* Providing coaching, training and leadership as necessary to the NAV team.
* Coordinate with client, external auditors and internal financials team on both year end and interim audits; support all parties on understanding funds’ complex activities for accurate presentation in financials; review financial drafts provided by financials team including core statements, financial highlights.
* Ensuring a standard operating procedure is developed and documented for all process improvements which are created on the team and provide training and coaching to all team personnel on these new procedures.
* Demonstrating effective task delegation via the utilization of excellent communication and presentation skills, thus enabling me to take on additional management tasks.
* Handling all Client and Audit queries which are directed towards the Fund Accounting team. This involves data analysis, report generation and appropriate response and feedback to these groups.

Professional Experience**:**

**Morgan Stanley Fund Services(India)**

**Account Manager**.

March 2012- July 2015

Job Profile/Description:

* Managed accounting team for daily deliverables and month end close for clients with different fund structures to ensure established closing procedures and controls are met under strict deadlines
* Prepared and Reviewed monthly Net Asset Valuations for several of the world’s largest hedge funds; demonstrated full and thorough understanding of NAV valuation, balance sheet and income statement composition, fee calculations, OTC & prime broker reconciliations.
* Performed daily, monthly and annual control checks & Ensure accurate net asset value calculation.
* Reviewed reconciliation of cash and portfolios including listed securities, distressed debt, forwards, futures,
* Efficient and effective team management to ensure cash and asset reconciliations within the group are completed daily to the optimum standard.
* Reconciled OTC options, credit default swaps, interest rate swaps, commodity swaps, currency swaps and various swaps to both prime brokers and clients; researched for and reported on any existing position or valuation breaks
* Performed investor allocation checks for master-feeder / standalone funds’ new issue PnL and withholding tax allocation, side pocket capital and PnL transfers, management fee calculation, claw back incentive fee calculation and investors’ LCF/ISTF calculation based on funds’ PPM
* Monitor funds’ daily status to identify cash, trade and corporate action breaks; research for the breaks and communicate with various parties to resolve the breaks on a timely basis.
* Coordinate with NY counterparts and internal financials team on daily, year end and interim audits; support all parties on understanding funds’ complex activities for accurate presentation in financials
* Trained and monitored staff member on daily and month-end close procedures and Yearend and interim financial statements preparation.
* Worked on various funds with complex structures like side pockets, Master feeder, stand alone, fund of funds. Also worked on merger of 2 complex side pocket funds and restructuring of the fund of fund.
* Enhance productivity and efficiency in the department and ensure timeliness of client service in accordance with agreed deadlines.
* Created automated formula based excel files to enable fees calculation in side pocket funds.

**SS&C Globeop Financial Services.**

**Fund Accounting Associate**

**Oct-2010- Feb-2012.**

Job Profile/Description:

* Performed daily Portfolio pricing and cash, trade & position reconciliation.
* Worked on Month end process, which involved preparing and delivering NAV package, recording of transactions of Hedge Funds, Calculation of net asset value of the fund including verifying pricing of all asset types, Accrual of expenses, Calculation of fees payable to Mangers of the Funds. Worked on Geneva Accounting system & Advent Applications.
* Performed variance analysis for large P&L swings and analyzed General ledger for validity.
* Prepared year-end and interim financials for multi-strategy hedge fund clients. Interacted with clients, auditors and tax department in the yearend audit.
* Provided Daily reporting of hedge fund performance.
* Resolved client query on daily basis and auditors query in interim and yearend audit.

**Value Metrics India Pvt. Ltd**

**Designation: Analyst**

**June 2008 – Sept 2010**

Company’s Profile: - Value Metrics Firm was established in 1999 as an Indian affiliate of Rational Investing LLC. The Firm supports Trading, Investment and Fund accounting activities of New York based Hedge Fund.

Job Profile/Description

* Prepared detailed Research Reports & valuation models on Discounted Cash Flow based financial modelling system.
* Worked on NAV Calculation of the fund, maintained complete set of client records and performed reconciliations with Counterparty statements.
* Analyzed financial Statements of Companies by studying their Financial reports/ SEC Filings (10Q, 10K, 20-F, 40-F etc), extract and define relevant information, interpret data for the purpose of determining past financial performance and project financial profitability.

Academic Record

* Successfully cleared International CFA Level 1.Currently pursuing CFA Level 2
* M.B.A(Finance) From Alkesh Dinesh Mody Institute of Management(India)
* Bachelor of Commerce (B.Com) From Narsee Monjee College of Commerce and Economics(India)

Personal information

* Marital status: Married
* Address: 12-726,Block 28, New upper changi Road, Singapore 460028
* Visa Status: Employment Pass holder