**Chua** Kim Huat, Alan

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**Professional Experience**

**Conifer Financial Services Pte. Ltd**

Vice-President: MBO Jan 2013 - Current

**Responsibilities:**

- Supervision

- Managing a team of 8 staff (3 associates and 5 analysts) and ensure sufficient guidance to perform their daily/weekly/monthly reconciliations

- Mid and year-end review to appraisal their performance

- Fund review and client servicing

* Review funds prepared by associates/analysts to ensure NAVs are in order
* Handle calls from clients to resolve fund enquiries
* Preparation of FS for year-end and attend to auditors’ enquiries

- NAV/SMA Preparation

- Cash and position reconciliation (tri-party recon) daily to resolve any cash/position breaks. Also to ensure smooth month-end delivery

* Review corporate actions with Bloomberg and/or notices from Prime Brokers

- Review securities i.e. inflation-linked, term loans, interest rate swap setup by Security Master

**Custom House Fund Services (Singapore) Pte Ltd**

Senior Fund Accountant: Fund Administration Team (Hedge Funds) Aug 2008 – Jan 2013

**Responsibilities:**

- Net Asset Values (NAV) Valuation

- Prepared NAVs for various fund structures i.e. single, master/feeder fund, multi-share classes and series fund

- Exposed to various financial instruments i.e. equities, fixed income, options, futures, swap, CFDs, FX forward/spots etc

- Fund Review

- Reviewed funds performed by fund accountants and giving suggestions to improve accounting knowledge. Ensure NAVs are on timely basis

- Fund Setup/Fund Transfer

- Liaise with new client / other office’s counterparts on new fund requirements/parameters and setup of fund in our accounting system

- Client Servicing/Audit

- Maintained strong working relationship with clients, custodians, brokers, technology and other internal teams to resolve audit and other enquiries

**Key Attributes & Accomplishments:**

- Improved efficiency through automation of pricing of securities from Bloomberg, linking spreadsheets to reduce manual inputs etc

- Received complements from clients for excellent client servicing

**RBC Dexia Trust Services (Singapore) Pte** **Ltd**

Fund Accountant: Fund Administration Team (Mutual Fund) Aug 2007 - Aug 2008

**Responsibilities**:

- Prepared and reviewed of daily and weekly NAVs across different types of mutual funds (Single and Master/Feeder), in accordance with clients’ requirements

- Prepared and reviewed of corporate actions i.e. dividends, stock splits by verifying through various sources such as Bloomberg and Telekurs

**Educational Qualifications**

Bachelor of Business (1st Class Honors) 2007

Nanyang Business School, Nanyang Technological University (NTU)

Diploma with Merit in Business Studies (Top 5% of Graduating Batch) 2001

School of Business & Accountancy, Ngee Ann Polytechnic (NP)

**Professional Certifications**

Specialist Diploma in Fund Management & Administration 2014

School of Business Management, Nanyang Polytechnic (NYP)

Fundamentals & Professional Level Certificate 2011

The Association of Chartered Certified Accountants (ACCA)

**IT SKILLS**

- Fund Accounting Software: Geneva, Multi-Fond & Paxus

- Financial: Bloomberg and IDC

**Hobbies**

- Dragonboating

**Compensation**

- Salary: Annual SGD 87,927/Monthly SGD 7,327