**CURRICULUM VITAE**



#### LEUNG AMELIE LUI

***Chartered Accountant*** *– Singapore*

***Certified Public Accountant*** *– Philippines*

***Certified Internal Auditor***

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**CAREER OBJECTIVE**

To secure a position in the financial service industry that offers development of finance and management skills, optimizing professional and personal growth in preparation for further career advancement.

**PROFESSIONAL QUALIFICATION AND AFFILIATION**

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| **Qualification, Name of Professional Institute** | Chartered Accountant, Institute of Singapore Chartered Accountants of Singapore, January 2013 to present |
| **Qualification, Name of Professional Institute** | Certified Internal Auditor, Institute of Internal Auditors,  May 2005 to present |
| **Qualification, Name of Professional Institute** | Certified Public Accountant, Philippine Institute of Certified Public Accountants, October 1998 to present |

**EXPOSURES AND KEY SKILLS**

My exposures and key skills after 10+ years of solid accounting and audit experience are as follows:

* Knowledgeable in the preparation of monthly Net Asset Value or “NAV” reports, quarterly/annual reports and capital account statements;
* Exposure and experience in different allocation method of closed-end product (e.g. equalization accounting, management fees/rebates and waterfall accounting);
* Extensive experience in financial audits and reviews related to statutory audits of multinational corporations (“MNCs”), publicly listed and small and medium-sized companies;
* Knowledgeable on International Financial Reporting Standards (“IFRS”) including both Philippine Financial Standards and Singapore Financial Reporting Standards;
* Knowledgeable in Quickbooks, MYOB system, Abacus and eFront system;
* Good communication and presentation skills, both oral and written; and
* Experience in preparation and review of consolidations, management and regulatory reporting, various agreed-upon procedures engagements and review engagements.

**WORK HISTORY**

***Client Services, Partners Group (Singapore) Pte Ltd, Singapore***

***September 2015 – June 2017***

As part of the Fund Controlling, our service catalogue would include the following:

* Ensuring that the monthly preparation of the product NAV which includes cash and portfolio reconciliation, portfolio valuation analysis, hedge and stock distribution valuation and monitor and managing outstanding payables and receivables are in an accurate, error-free and timely;
* Production of manual financial report to clients request and review of NAV produced by third party service providers;
* Reconciles financial data between system (eFront and Abacus);
* Calculation/review of closed ended products fees and rebates including management fees, closing fees true-ups, incentive fees with provisions in the LPA, and side letter agreements;
* Review legal document including but not limited to agreements, constituent document and side letters relating to assigned products to oversee product compliance including proper documentation of processes and procedures;
* Generation of monthly, quarterly and annual financial statements for closed ended products under IFRS and Luxembourg GAAP are accurate, error-free and timely;
* Respond to internal and external clients and auditors request swiftly; and
* Involvement in various projects, trainings introduction, coaching and review of new hires work.

***Director, RT LLP (formerly known as LTC LLP), Singapore***

***January 2013 – April 2015***

As an Audit Director, I act as the engagement leader of certain non-listed clients. As an engagement leader, its function is that of a field partner, who ensure the overall aspect of the audit, client servicing and team mobilization are efficiently and effectively executed.

***Manager and Senior Manager, LTC LLP (formerly known as LTC & Associates), Singapore***

***October 2006 to December 2012***

As Senior Manager, I am assisting in marketing the services of the Firm. I take the lead and manage engagement team in the conduct of multiple engagements with varying complexity. I execute all engagement –related activities and manage client expectation and satisfaction. Staff development is also one of the areas of responsibility so as to ensure audit staff have the necessary skills and development needed to progress in the audit industry. I am also part of the training team to prepare learning materials during the training season of the Firm. This requires much preparation, research and reading to ensure that right knowledge is imparted to the audit division of the Firm.

***Assistant Manager/ Associate Director***

* ***Deloitte and Touche, Singapore***

***December 2005 to August 2006***

* ***SGV & Co (a Member Practice of Ernst & Young Global), Manila, Philippines***

***July 2005 to December 2005***

An Assistant Manager/ Associate Director level is equivalent to managerial position. I am reporting to managers or partners and I am responsible for a portfolio of audit engagements. I am acting as manager in these engagements and generally responsible for the overall management and execution of the audit engagement, ensuring quality of deliverables, developing relationship with client personnel and ensuring successful completion of engagements.

**WORK HISTORY (cont’d)**

***Audit Associate and Senior, SGV & Co (a Member Practice of Ernst & Young Global), Manila, Philippines***

***December 1998 to July 2005***

As an Associate and Senior, I am reporting to partners or managers. I have the responsibility for the overall planning and execution of the audit engagement and normally offsite working with audit team at client office. I have been involved in the statutory audits, interoffice reporting and review engagements of listed and MNCs.

**INDUSTRY EXPOSURES**

Fund controller of a Private Equity Fund Management

Registered Fund Management Companies Holders

Biomedical – Clinical Research Organization and Medical Device

Wholesale and Retail Trading including Fast Moving Consumer Goods

Manufacturing and Assembly

Shipping and Shipping Agency

Power, Mining and Utilities

Gaming, Amusement and Entertainment

Statutory Boards

Nonprofit Organizations/ Clubs/ Association

**ACADEMIC QUALIFICATION**

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| **University and Location** | University of Santo Tomas (1994-1998), Manila, Philippines |
| **Qualification** | Bachelor of Science in Accountancy |
| **Honours Received** | Cum Laude (1998) |

**PERSONAL DATA**

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| **Country of Citizenship** | Philippines |
| **Country of Current Residence** | Singapore (Permanent Resident Status) |
| **Birth date** | 10 October 1976 |
| **Languages Spoken** | English, Mandarin, Filipino (Tagalog) |

**REFERENCES**

Character references will be made available upon request.