**SUMMARY OF QUALIFICATIONS**

* Nine years’ experience in fund accounting, including private equity and unit trusts
* Team player, experienced in leadership roles, results-oriented
* Excellent communication skills, interacts with internal and external clients on daily basis
* Detailed, strong data and spreadsheet analytical skills, macro programming
* IT background, project management experience
* Languages known: English, Mandarin

**WORK EXPERIENCE**

**Manager – Private Equity,** November 2016 to February 2017

**Sanne (Singapore) Private Limited**

# Fund Accounting

* Fund accounting for SPVs and fund-level entities, mainly in Singapore and Cayman Islands jurisdiction
* Calculation of waterfall distribution from foreign domesticated entities through SPVs to fund-level entities
* Reconciliation of accounting records against foreign domesticated entities
* Reconciliation of accounting records against corporate secretarial records
* Work with corporate secretarial team to ensure accuracy of entities’ records
* Development of reporting format for new onboarding entities

# Cash Management

* Documentation preparation for bank account opening, including arrangement for signature of directors and authorised signatories
* Record keeping of online banking users and tokens
* Liaison with bank’s customer relationship managers to expedite creation of bank accounts
* Monitoring of cash balance levels for entities
* Preparation of cash transactions

# Other Important Information

* Client – real estate investment manager with investments totalling US$21 billion across Asia Pacific region
* Software – Oracle, Microsoft Excel, Microsoft Word, VBA
* Bank systems – HSBC, DBS

**Fund Accountant,** May 2015 to October 2016

**State Street Alternative Investment Services**

# Fund Accounting – Real Estate

* Fund accounting for SPVs and fund-level entities
* Reconciliation of accounting records against foreign domesticated entities
* Calculation of distribution to investors
* Calculation of fund manager incentive fees
* Maintenance of capital call and distribution records
* Preparation of capital call and distribution notices
* Consolidation of SPVs accounts, including adjustments for Japan GAAP
* Consolidation of group management accounts
* Calculation of equity pickup for feeder funds

# Fund Accounting – Private Equity

* Fund accounting for SPVs
* Reconciliation of inter-company accounts payable and receivables
* Calculation and preparation of records for GST remission
* Reconciliation of accounting records against corporate secretarial (external) records
* Preparation and response to auditor queries
* Liaise with auditors and corporate secretaries for confirmation of financial statements

# Other Important Information

* Clients
  + India real estate funds with AUM of US$400 million and USD$500 million respectively
  + US real estate private equity firm with AUM US$102 billion
  + Real estate investment wing of one of the largest US finance groups with AUM of US$60 billion
  + Award winning Asian research, investment and brokerage firm
* Software – Investran, Oracle, Microsoft Excel, Microsoft Word, VBA
* Bank systems (view only) – HSBC, DBS, Standard Chartered, Bank of America

**Senior Fund Account Analyst,** May 2011 to April 2015

**Citibank Singapore**

# Fund Accounting

* Daily delivery of NAV of funds
* Verification of trade, stock and cash position against custodian and middle-office records
* Verification of anomalies – significant and zero price movement, daily interest movement, significant overall portfolio unrealised movement
* Consolidation of month end reports
* Preparation of semi-annual and annual financial statements
* Liaise with auditors, clients and trustees for confirmation of financial statements

# Other Important Information

* Accounting, monitoring and review of 70+ funds on daily basis
* Financial instruments: equities, bonds, futures, forwards, swaps
* Total AUA of US$4 billion
* Led initiatives to automate processes via SQL and Excel VBA integration
* Software – Multifonds, Microsoft Excel, VBA

**Accounts Executive,** July 2008 to April 2011

**Unilever Asia Private Limited**

# Duties

* Accounts Receivables and Fixed Assets Management

**Financial Advisor,** June 2006 to July 2008

**Prudential Assurance Company (Singapore)**

**EDUCATION**

**Bachelor of Computing (Computer Engineering),** 2002 to 2006

**National University of Singapore**

* Graduated Second Class Honours

**Association of Chartered Certified Accountants (ACCA),** 2009 to Present

**Self-Study**

* Completed Level 2 (F1 – F9 and P1 ­­­­– P2) of program
* Expected date of completion December 2017

**Chartered Financial Analyst, CFA,** 2011 to Present

**Self-Study**

* Completed CFA Level II
* Expected date of completion June 2018

**HOBBIES, INTERESTS AND OTHERS**

* IT skills: Investran, Oracle, Multifonds, Microsoft Office suite, VBA programming
* Hobbies: Gym, Investing, Reading
* Other interests: Coding, Cycling