GABRIELA AUDINOS

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# PROFILE

Professional, results driven Fund Administration Manager with 8 years’ invaluable experience in financial operational services. Providing excellent client relationship management, team management and fund administration management with exposure to private equity real estate and trusts.

Skilled in building and leading successful team, working in pressured environment and prioritize work to meet deadlines also, reporting directly to senior management. Keen to take on new projects and challenging assignments.

# KEY ****SKILLS****

**Financial**

Fund Accounting

Financial Reporting

Forecasting Profits/Return

Reporting to Investors

Controlling Cash Flow

**Management**

Team Management Skills

Client Relationship management

Fund Administration Management

Portfolio Management

Financial Regulation AML/KYC**Personal**

Excellent Time Management

Very Good Attention to Details

Excellent Communication Skills

Decision Making& Planning

Very Good IT Skills

# ACHIEVEMENTS

* Offered position for excellent client relationship and building long lasting connections with clients
* Developed and maintained new relationships with potential and existing clients increasing portfolio by 25%
* Designed and implemented control process, procedures, reports leading to reducing risk and tracking funds within 99% accuracy and no deadline is missed
* Restructured and automated existing spreadsheets resulting in faster processes and reducing mistakes

# EXPERIENCE

**10/2012- 01/2015** **Waterman Corporate Services (UK) Ltd, London-**moved to Singapore

Nature of business: Private Equity Real Estate Investment Fund Management Service

**Group Finance Associate –Fund Administration Management**

**Fund Portfolio and Client Relationship Management**

* + - Reported directly to Chief Financial Officer and Chief Executive Officer- Solicitor with all daily tasks and reports
    - Coordinated and expanded Client relationship management with HNWI, Limited Partners, Fund Managers, Unit Trusts, SIPPs, Property Managers, Trustees, Lawyers, Bankers and institutional investors.
* Participated in legal fund structures set up, Information Memorandum, preparing Partnership agreements and allocations in accordance with governing terms, regulations and policies
  + - Acted as a central point of contact and escalation for General Partner, Limited Partners, Unit Trusts, Auditors directed communication with investors, sending out reports and any related enquiries
* Supported trust team in dealing with trust accounts, preparation of financial statements and in operational matters
  + - Reviewed and maintained all aspects of operations and compliance for all Investment Funds, Unit Trusts, REITs
* Advised Clients on current payments, interest payments, overdrafts, redemptions, billing associated with transactions
* Direct report of bookkeeper and assistant, supported in daily tasks to ensure clients requirements are fulfilled
  + - Supported investment allocation of funds into real estate, property development and participated in executing a deal for investment development for Social Housing Association in Scotland
    - Maintained internal and external timelines, client enquiries, request to ensure the highest service delivery to management and clients is met. Managing client data in database system.
* Supervised new client portfolio on-boarding, monitoring SPVs, participating in consolidations and reports for subsidiaries
* Assessed operational risk factors and new portfolio allocation management, client due diligence process/KYC for all funds and trusts, ensuring RFP process, SLA’s is agreed and properly applied

**Fund Accounting Management**

* Directed and prepared monthly Net Asset Value reports for investors reporting as principal point of contact for fund administration management, ensuring key processes run smoothly and time is saved
* Managed Cash Flow of the funds, capital calls, allocating waterfall distributions to investors and notices.
* Reviewed and produced P&L accounts, Balance Sheet, VAT-tax return, accordingly with UK GAAP
* Administered income of funds, cash movements, occurred cost and expenses, managing reconciliation, mismatches, billing, tracking invoices and settlements reports
* Designed and implemented various reports to allocate income and expenses, calculated management and incentive fees for each participant in the Partnership. Performed variance analysis.
* Conducted fund closing, any charges including interest calculation and recalculating of investor capital
* Implemented improvements of better control and monitoring funds movement, mitigating risk, controlling cash
* Provided periodic reports to senior management team and investors including timely escalation operational and compliance issue and time can be better spent on more productive tasks
* Processed investors accounts, allocations, drawdowns, redemptions statements, all transfers are in accordance with fund regulations, legal documents, fund policies, forecasting returns of the fund, controlled revenue performance

**Operational Risk Management**

* Executed and controlled of legal/regulatory compliance AML, FCA, ensuring that all regulations are applied within the deadline
* Collected documents in order to obtain client ID for new clients, investors and maintaining relationships with clients
* Analyzed and prepared financial reports for month- end, year- end and quarterly reporting ensuring all compliance is applied and meet audit standards
* Ensured the accuracy of the month-end closing process, client reporting by designing and implementing operational control procedures is applied in accordance with AML/KYC and audit standards
* Controlled the accrued interest, variances, fees and other charges are recorded and forecast of return is achieved
* Maintained, updated database on Access, Excel and managed reporting on current and outstanding fund portfolio
* Prepared legal documents, legal credit agreements, legal petitions, court filing and conducting legal proceedings

**04/2007 – 10/2012 Waterman Finance Limited, Tunbridge Wells, Kent, UK**

Nature of Business: Real Estate Financial Services

**Operational Senior Credit Manager**

**Operational Credit Risk Management**

* Managed team of 6-8 people, coordinating, planning, training two departments, reporting directly to the Director
* Approved credit applications for real estate commercial and private clients without limits
* Conducted client onboarding, checking compliance with regulatory AML/KYC due diligence requirements, include risk-based procedures, decision making on credit contracts
* Ensured that all new regulations are applied and onboarding requests are resolved within agreed timeframes
* Directed preparation of legal credit documents and conducting legal proceedings. SLA’s –service level agreement is formally defined and applied also KPI’s are being met
* Monitored risk of the business implementing new regulatory procedures and processes

**Accounts and Client Relationship Management**

* Strengthened communication with the clients, institutions and counterparties, resolving and investigating incoming queries for current and legacy business
* Built and maintained connections with existing clients and established new network management
* Coordinated cash payments, settlement reports, confirmation, reconciliation, transfer control (FX currency)
* Controlled stock of loans and management of interest rates, payments and fees, using various clearing systems
* Analysed performance of the company, preparing P&L accounts, controlling cash flow, ensuring that all standards operating procedures (SOP) are up-to-date and accurate for business continuity and audit purposes

**11.2004 - 04.2007 Charbonnel et Walker,Kent/ London**

**Supervisor- Administration Management**

* Promoted to position Supervisor after 3 month of commencing employment. Supervised team of 5 people, planned, assigned tasks and motivated team to meet deadlines.
* Developed new control system, implemented and monitored a range of administration procedures and standards. Reported to the company Manager

# EDUCATION

**CIMA- Chartered Institute of Management Accountants-**pursuing towards

**CIMA- Certificate in Business Accounting**

**2001 – 2005 University of Economics** – Krakow, Poland

**Bachelor of Arts degree in Economy**- Specialization –Innovation and Entrepreneurship- Degree standard

**1995 - 2000 Technical College** – Poland**-** Engineer Environment Protection Diploma Grade A

# IT & LANGUAGES

**Microsoft Office 2010**

Advanced : Word, Excel, Power Point, Outlook, OneNote

Intermediate : QuickBooks, Bloomberg, Access. Mail merge. Adaptable to new software’s.

**Languages :** English Fluent, Polish Native, French Basic

**Other : British National. Singapore DP Holder. Available immediately.**