Kiwi Chun

FLAT 1914, FU YAT HSE, TAI WO HAU, TSUEN WAN, HONG KONG

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**Profile**

* 10 years of experience in private equity fund administration and accounting
* HKICPA qualification
* Strong management, supervisory and planning skills
* Detail-oriented, well-organized, analytical in problem solving, contributor of ideas and recommendations
* Proficient in spoken and written English, Mandarin and Cantonese

**Working Experiences**

**CDIB Capital International**

***Assistant Vice President***  *Jul 2014 - Current*

***Associate***   *Aug 2010* - *Jul 2014*

Overseeing the middle office function / operation and accounting of PE funds

* Review the financial statements of the private equity funds, fund of PE funds and the SPV entities
* Reporting to CEO, prepare performance analysis and presentations of the investment portfolio
* Liaise with deal team and compliance team for investment holding structures and executions of transactions
* Control cash management and arrange capital calls and distributions
* Point of contact for investors for queries on investments, financial reports and fund operations
* Prepare audit and U.S. tax reporting of the PE fund and fund-of-funds partnerships

Participation in fundraising and set up of partnerships

* Liaised with fund counsels on preparing partnership agreements and side letters with side letters
* Assisted IR team with investors’ due diligence and fund operation or tax related enquiries
* Managed fund closings and subscriptions / KYC of investors
* Planned tax-efficient structure

Involvement in ad-hoc projects

* A transaction of selling +30 PE fund interests to a group of FoF investors:
* Negotiation with the buyers on the transaction terms and structure of pricing
* Review of transaction agreements
* Coordination of transfers of interests with fund managers and counsels
* Investment reporting system development and enhancement

**TVG Capital Partners**

***Assistant Manager***   *Apr2009 - Mar 2010*

* Reporting to the financial controller, prepared monthly reports for the TVG group, including the funds, the entities of GPs, managers and advisors
* Assisted with the preparation of annual audit reports and managed audit processes
* Coordinated with custodian and banks for settlements
* Prepared calculations and notices of capital calls and distributions
* Prepared corporate documents such as board resolutions and minutes of meetings
* Monitored the compliance with regulatory requirements and handled the annual filings

**HSBC – Alternative Fund Services**

***Senior Fund Accountant***   *Sep 2006 - Apr 2009*

* Prepared / reviewed the NAV calculations for private equity fund and hedge fund clients
* Executed daily trade settlements and cash transactions
* Handled subscriptions and redemptions of the investors
* Conducted KYC on investors
* Handled fund clients requests on waterfall calculations, drawdowns, cash and stock distributions

**Education**

BBA (Hons) Accountancy, City University of Hong Kong (2006)

Exchange Program - Group ESSCA, France (2005)