**PROFESSIONAL EXPERIENCE**

Private Equity Services, Citi Fund Services (Asia) Limited, Hong Kong

Assistant Manager, Fund Accountant - Oct 2013 to Present

* Prepare quarterly and annual financial statements, work papers including portfolio schedules, accruals and partner capital allocations for 8 funds with USD 1 billion in capital commitments and USD 0.7 billion in portfolio investments
* Prepare capital calls and distributions, including notices and disseminate merged documents
* Prepare waterfall calculation and capital account allocations
* Prepare management fee calculations
* Prepare bank and cash reconciliations and post journal entries
* Collaborate with various levels within the private equity team to ensure internal processing requirements and client deadlines are met
* Address adhoc client / fund investors’ questions and requests
* Review limited partnership agreements to ensure compliance with client’s operational and accounting procedures
* Effectively communicate and maintain working relationship with all client contacts, including investment professionals, investors, auditors, lawyers and banking personnel
* Coordinate preparation of annual audit and tax returns with external accounting firms

IDG Capital Partners, Hong Kong

Senior Fund Accountant - Apr 2010 to Oct 2013

* Manage financial accounting and reporting for 13 funds with USD 3 billion in capital commitments, a portfolio investment worth USD 2 billion and over 200 investors
* Prepare both fund level and SPV level financial statements based on US GAAP and IFRS
* Provide guidance to and coach junior staff in their daily deliverables
* Address corporate, institutional or individual investors’ questions and requests
* Analyze portfolio companies financial statements and stock performance valuations for reporting to external investors
* Write semi-annual investment updates and financial performance analysis for investors
* Assist in investment valuations
* Manage banks accounts, process wire transfers and maintain relationships with various banks
* Prepare bank and cash reconciliations and post journal entries
* Coordinate audit processes and address enquiries

W.Y. Lam, Dominic Chan & Co., C.P.A., Hong Kong

Audit Semi-Senior - Jun 2008 to Mar 2010

* Prepared financial statements in accordance with Hong Kong Financial Reporting Standards and the Hong Kong Companies Ordinance
* Completed audit and other assurance engagements both independently and within a team
* Prepared corporate and individual tax returns and handling IRD enquiries
* Successful in meeting deadlines and manages pressure well
* Supervise and develop junior staff members

Superb Internet Corporation, Canada

Billing Coordinator - Jan 2005 to Aug 2006

**CERTIFICATION**

Certified Public Accountant with the State of Delaware (AICPA) - 2008

**EDUCATION**

**US Certified Public Accountant Preparation Program**

Becker Conviser CPA Review, Canada - 2006 to 2007

**Diploma in Accounting Program**

University of British Columbia, Canada - 2004 to 2005

**Bachelor of Science Degree in Interactive Arts and Technology**

Simon Fraser University, Canada – 1999 to 2003

**LANGUAGES**

Fluent in Mandarin (Native), English and Cantonese