**Raghunandan MJ**

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**Objective**

To work in a competitive environment on challenging assignments where I can contribute quality ideas, work and yield the twin benefits of job satisfaction and steady-paced professional growth.

**Work Experience**

Total experience of 9+ years in Hedge Fund Valuations in both Fund Administration and Asset Management domains.

**Key Products**

OTC products - Credit Default Swaps, Interest Rate Swaps, FX Options and FX Forwards.

Listed products – Equities, Corporate Bonds, Futures and CFD’s.

Paxus Accounting Software & Bloomberg.

**Project Details**

**Apex Fund Services Singapore Pte Ltd.**

**Senior Account Manager July 2016 – Present**

* Operational on-boarding of new and take-on funds including drafting of Admin agreements and preparation of project plans for take on funds and ensuring take on funds are on-boarded efficiently from other administrators.
* Currently managing a team of 10 people comprising of account managers, supervisors and senior fund accountants.
* Reviewing the fund’s PPM and providing comments to lawyers to incorporate the changes wherever essential.
* Liasing with prime brokers and custodians to ensure corporate actions are processed accurately.
* Preparation of Service Level Agreement (SLA) and Operational Procedure documents.
* Implementation and refinement of SSAE 16 controls.
* Experienced in calculation of Performance Fees – Equalisation and Series Accounting.
* Reviewing the Net Asset Value (NAV) in detail and ensuring that the NAVs are delivered efficiently to the clients as per SLA.
* Dealing with Transfer Agency Functions - AML/KYC reviews for new subscriptions.
* Ensuring compliance with regulatory requirements and other requirements of the funds specifications.
* Preparation and review of financial statements as required annually (SFRS, IFRS and GAAP).
* Ability to deal with auditors (external and internal) and manage and respond to audit queries.
* Experienced in FATCA data accumulation as well as the new CRS reporting requirements.
* Conducting regular team meetings and allocation of projects.
* Staff development training, monitoring and completion of KRAs.

**Account Manager May 2012 – Jun 2016**

* Reviewing the Net Asset Value (NAV) in detail and ensuring that the NAVs are delivered efficiently to the clients as per SLA.
* Liasing with Prime Brokers and Investment Managers on a regular basis to ensure that all the trades are captured and cash balances are reconciled, thus ensuring that the prime broker share holding positions are in line with the Adminstrator.
* Perform due diligence checks while assisting the clients during new account opening and ensure the AML compliance with regulatory reporting.
* Ensuring that all the shareholder statements are delivered on time and the shareholder queries are answered promptly.
* Quarterly completion of OPERA reporting..
* Supervision , training and recruitment of accounting staff.

**Northern Trust Custodian Bank**

**Senior Fund Accountant Oct 2007 – Feb 2012**

Computation of Net Asset Value (NAV) for American pension plans (401k Plans). Performing valuations for Mutual Funds, Bonds, Actively managed Funds, Derivate Instruments Valuations like Swaps, Futures and Options*.*

* Reviewing Reconciliations of payments and receipt of funds. (Subscription and Redemption of Funds on accounting ledger transactions.
* Accounting daily transactions of accounts receivables and payables and monitoring the closing transactions on cash book ledger system.
* Generation of standard and Adhoc Financial Reports on a monthly, quarterly and yearly basis.
* Actively involved in the transition of the funds for Baker Hughes and Goodyear Corporation.

**Education**

**Master of Business Administration (Finance) 2005 – 2007**

SJCE College, Mysore, India

**Bachelor of Business Management (Finance) 2001 – 2004**

Mahajanas Degree College, Mysore, India