**PROFESSIONAL HISTORY**

**FUND ADMINISTRATOR MANAGER, SS&C Private Equity Pte. Ltd.**  Feb 2017 – Current

* Working in a team of six with fund structure of Master-feeders, Co-Invest and Carry fund.
* Review daily BAU etc daily treasury report and payment.
* Preparing quarterly financial statement ensure is compliance with accounting policies US GAAP.
* Manage day-to-day communications with the client and ensure client deliverables are met
* Review/Preparation of Limited Partner’s capital account allocation, Management fees calculation, and Waterfall.
* Prepare the calculation on Limited Partner’s distribution including notice to Limited Partners.

**FUND ADMINISTRATOR MANAGER, State Street Fund Service (Singapore) Pte. Ltd.** Dec 2015 – Feb 2017

* Manage day-to-day communications with the client and ensure client deliverables are met.
* Review and understanding of investment fund legal documents and ensure compliance with operational and accounting procedures
* Review quarterly and yearly financial statement ensure is compliance with accounting policies US GAAP, IFRS and Local GAAP.
* Review/Preparation of Limited Partner’s capital account allocation, Management fees calculation, and Waterfall.
* Review the calculation on Limited Partner’s capital contribution and distribution including notice to Limited Partners.
* Work closely with operation team and adhere to company internal control procedures. E.g. new client onboarding, KYC and AML compliance.
* Provide guidance and on-site support to junior staff on day to day operation.
* Manage internal workflow to ensure internal processing and client deadlines are met.
* Coordination of annual audit with external accounting firms.

**FUND SERVICE MANAGER, State Street Bank and Trust Company**, Singapore Jun 2010 – Nov 2015

Financial reporting/Operations:

* Review client deliverables, daily transaction reports, monthly Net Asset Value (NAV), FRS 39 report, yearend schedules and other client customized reports.
* Liaise with cross-functional teams across APAC region to drive smooth day-to-day operations, including trade processing status, book-keeping and reconciliation.
* Respond promptly to client inquires on accounting records and ad hoc reporting requests and needs.
* Assess feasibility and reasonableness of client’s new accounting requirement and provide feedback to management for decision-making.
* Ensure full understanding, adherence and implementation of the corporate Risk Policy and Standard Operating Procedures among team members.
* Being a project team core member (business lead) in automation of accounting reporting project for FRS 39 which effectively halved processing time and reduced rate of errors; performed scoping and planning through to testing and deployment.
* Participation in BUAT on various data quality improvement projects

**PROFESSIONAL HISTORY (Continued)**

**FUND SERVICE MANAGER, State Street Bank and Trust Company (Continued)**

Team management:

* Supervise the team of 14 and support Assistant Vice President and Vice President in day-to-day operations, including recruitment, performance reviews, retention and the recruitment process.
* Monitor team workflow ensuring all tasks are allocated with primary and secondary cover and scheduled according to deadline priorities.
* Constantly review month end reporting and operation process to ensure robust controls in place for data quality and improve operational efficiency; reduced preparation processes, freeing up resources to provide better customer service.

**SENIOR ASSOCIATE, Foo Kon Tan Grant Thornton,** Singapore Dec 2007 – Apr 2010

**SENIOR ASSOCIATE**, **PricewaterhouseCoopers,** Malaysia Aug 2004 – Nov 2007

**AUDIT & TAX ASSISTANT, G.H.EE Dan Rakan, Charted Accountants**, Malaysia Apr 2003 – Jul 2004

Overall Audit Experience:-

* Gained extensive experience in various audit procedures and techniques to perform effective audits.
* Being a team leader in various audit engagements and perform on-site audit in company from manufacturing, shipping, plantation, construction and pharmaceutical industry.
* Experience in Initial Public Offering (IPO) of manufacturing and shipping companies that listed in Singapore Stock Exchange and Bursa Malaysia.
* Gained oversea audit experience through posted to several province of China.

The scope of work including:-

* Understand client’s business and its industry practices to identify audit risks and objectives to plan audit procedures accordingly.
* Perform analytical review and financial analysis in relation to the financial information, industry norm and budget.
* Ensured compliance with Auditing Standards and Accounting Standards (local GAAP) and exercised professional skepticism during performance of audit and reviewing of financial reports
* Prepare the audit plan report and also the management letters on weaknesses in controls and make recommendations thereof.
* Timely review team member’s work to ascertain the work is being done according to the audit plan and instruction.
* Reviewing consolidation accounts, financial statements and interim financial information, including tax provision computation and deferred taxation.

**EDUCATION & PROFESSIONAL DEVELOPMENT**

**BA (Hons) in Accounting**, Second Class Honours (1st Division), University of Hertfordshire, UK

**Certified Public Accountant,** CPA Australia

**REFEREE**

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