**Professional qualifications/key skills**

|  |  |
| --- | --- |
| **Key skills** | 4+ years of experience on fund accounting, corporate finance at Blackstone  1+ year of experience on treasury accounting, forex hedge at Blackstone  2+ years of audit experience at PwC (financial service group) |
| **Aug 2007 – Dec 2009**  **Oct 2003 – Jun 2007**  **CPA Qualification** | State University of New York at Binghamton,  Master Degree in Accounting, overall GPA: 3.7/4.0  Zhejiang Gongshang University,  Bachelor degree in International Economics  CPA (Delaware, United States) |
|  |  |
| **Computer Skills:** | Oracle Suite, Office Suite, Investran, iLevel, Insight, WSS, Bloomberg |
|  |  |
| **Languages:** | Fluent English / Native Mandarin |
|  |  |
| **Reasons for seeking new position** | Kevin has been in Blackstone for 4+ years and he is looking for a step-up in his career within another multinational financial institution. |
|  |  |
| **Availability:** | 1 Month |

**Apr 2013 – Current The Blackstone Group**

**Position Finance Associate**

**Responsibilities:**

Fund accounting area:

* Responsible for Month end closure, liaise closely with teams in headquarter (New York) and other Asia offices to prepare fund quarterly disclosures for Blackstone’s group SEC reporting
* Prepare quarterly / annual fund reports such as partner's capital account statement, capital calls, waterfall distribution;
* Oversee external auditors and tax agents with regards to funds audit and tax matters;
* Review portfolio company financial statements, validate and monitor key financial indicator, responsible for calculation of carry, monitoring fee and claw back on a quarterly/annual basis;
* Prepare and review cash projections and initiate capital calls or distributions accordingly; prompt response to investor queries

Corporate accounting area:

* Review, prepare and present monthly financial packages including commentary and advise management on G/L variances; prepare journal entries into Oracle and responsible for month-end closing;
* Responsible for preparation of the monthly / quarterly MAS reporting package;
* Monitor level of liquid capital and calculate the regulatory capital to ensure sufficient capital for operation, client dealings, settlement;
* Handle year-end audit, tax compliance and statutory filing requirements;
* Handle inter-company reconciliations and settlement; sanity check on the GST and income tax calculation on the corporate entity

Treasury accounting area:

* Monitor foreign exchange risks for all Blackstone international entities, review and analyze each entity’s forex exposures and handle FX Levelling program to mitigate firm’s forex risk;
* Review external reports including fund manager’s estimated NAV reports, fund admin’s trail balance reports for existing investments;
* prepare existing investment reconciliations to ensure data integrity on a monthly basis

**Oct 2010 – Apr 2013 PwC**

**Position Senior Associate**

**Responsibilities:**

* Oversee and lead audit engagements and make sure audit work done on the accuracy and fairness of the financial statements under PRC GAAP / IFRS;
* Mentor and coach team members; provide guidance for new associates on how to complete their assigned testing
* Specialize in the financial institution industry with exposures to a diversified portfolio of clients such as private equity funds, securities companies and banks;
* Test the effectiveness of internal controls by identifying key risk factors and mitigating control points.