**Highlights**

* **More than 10 years experience in Alternative Investments Industry.**
* **Served in international financial institution including State Street, Citco, Citi and GIC.**
* **In-depth expertise in Hedge Funds and Private Equity Funds.**
* **Worked in different locations including Hong Kong, Sydney and Singapore.**
* **Positive personality who can drive the process forward.**

**PROFESSIONAL MEMBERSHIP**

**Certified Practising Accountant of CPA Australia since January 2006**

* + High Distinction in Financial Risk Management
  + Distinction in Corporate Government and Accountability
  + Distinction in Reporting and Professional Practice

## PROFESSIONAL EXPERIENCES

**GIC Private Limited**

### Oct 15- Present

### Accountant, Senior Officer, Finance Department- Private Equity & Infrastructure

### (A direct assistance to the Vice President covering Asia Pacific region’s special investments)

Highlights and Contributions:

* In charged and ensured smooth settlements of direct investments, co-investments, joint divestments and fund investments. All deals have their unique complexity contributed from different legal structures and local jurisdictions, cross border settlement need, industrial sector and business partners. All deals are in the size above millions.
* Rare experience in handling deals with target companies situated in locations with higher restrictions like Myanmar, Indonesia, Philippines, China and India.
* Self-initiated the creation of checklist for Financial Statements preparation to ensure same standards apply across over 400 set of financial statements.
* Act as a team leader for new cash template creation and implementation
* Created call back log and shared tips with the team

Responsibilities:

* Deal Closing:
  + - Liaise with internal and external legal counsels and follow through settlement process of fund investments, direct investments, co-investments and divestments.
    - Ensure proper board resolution and power of attorney are in place
    - Ensure holding companies operate according to M&A
    - Support Antitrust filings.
    - Handle KYC documentation to fulfill the settlement requirement with appropriate certification, notarization or legalization
    - Follow up receipts of share certificate or money
    - Ensure all legal requirements are follow through thus maintained the validity of the deal.
* Treasury & Settlement:
  + - Ensure all call notices of private equity funds are fulfilled and paid in time
    - Review payments prepared by account executives or account officers
    - Ensure sufficient cash balance
    - Arrange dematerialize shareholding upon listing or the end of lock-up
    - Arrange account opening with bank and brokers
    - Ensure correct wiring details in record
    - In place correct standing instruction & maintain consistent approach
* Valuation & Financial preparation:
  + - Review commitment classification, journal entries and valuations
    - Collate substantiations on the fair value applied
    - Record the rationale of the pricing model
    - Review and ensure financial statements are prepared according to Singapore Financial Reporting Standards
    - Prepare checklist to maintain standards across the team
    - Work with external accounting firm for financial reporting
* Taxation:
  + - Work with tax specialist to select appropriate SPV for each investment
    - Complete W8 and FATCA self-declaration form for holding companies
    - Complete tax exemption or tax treaty claim form
    - Prepare tax lodgment with tax agent and support with financials and vendors’ W9 form
    - Assist tax team for tax reporting
* Operation:
  + - Work closely with front office and follow up queries
    - Suggest changes and draft up proposal for review

**Citco Fund Services (Singapore) Pte. Ltd.**

### Aug 10- July 15

### Account Manager, Fund Accounting, Client Services

Contributions:

* Took up the lead manager role of the eBinder project and orchestrated a successful roll out in Singapore office involved 180 people.
* Restructured funds from single entity to master feeder structure.
* Converted funds from old accounting platform to the new accounting platform
* Participated in the sales pitches and contributed to its success
* Assisted Training Team and ran equalization trainings for the office
* Revamped the audit confirmation process and coordinated it smoothly for 3 years

Hedge Fund specific knowledge:

* Financial instruments: Equity, Fixed Income, CFD/Equity swaps, Repurchase Agreement, Interest Rate swaps, Total Return swaps, Credit Default swaps, Foreign Exchange, FX options, Index options, Equity options, Swaption, ASCOT, etc.
* Fund structures: Single entity, Master-Feeder, Restricted and non-restricted class on new issue income, LLC, LP, Onshore/ Offshore fund, Trust, etc.
* Fees: Administration fee, management fee and performance fee based on equalization, multi-series or capital account.
* Side Pocket, redemption gate.

Private Equity specific knowledge:

* Capital call, equalization and waterfall arrangement

Responsibilities:

* Client relationship management:
  + - Maintain relationship with 8 hedge fund clients, 4 Fund of Hedge Funds and 1 private equity client with AUA amount to USD2 billion
    - Attend to the clients meetings, listen to their need and provide solutions
    - Acting as the first escalation point for client & fund participant queries
    - Manage client relationships and organize regular calls or meetings
    - On board new funds, collect legal documents to complete the KYC records and build new client relationship
    - Attend to board meeting and provide assurance on fulfillment of fund administrator responsibility
* Internal control:
  + - Attend to due diligent meeting and present the control framework of the company
    - Handle due diligent questions from clients and investors
    - Implement controls and regularly evaluate the processes to close off any gaps
    - Craft and enforce internal procedures to mitigate risk
    - Ensure internal controls are followed through and fulfill SOC 1 Type II standard
* Valuations:
  + - Ensure timely delivery of 22 funds by the team of 6
    - Review valuations to ensure the quality of the financial information for the investment managers and investors
    - Ensure performance fee calculation applied according to fund’s mandate
    - Ensure capital calls, equalization and waterfall for private equity being arranged according to the mandate
    - Perform consolidation and supply financial information to the client to complete financial reporting according to IFRS or US GAAP
    - Support internal as well as external audit
    - Manage and coordinate the year end process with respect to audit timelines, Financial Statement Preparation, Regulatory filings, Tax services etc.
* Operations:
  + - Review and approve cash payments and other transactions
    - Support clients with MAS, CIMA and other regulatory/tax reporting
    - Monitor operational tasks and follow up with the team regularly.
    - Support FATCA engagement and provide status update to clients.
* Team management:
  + - Develop and inspire a team of 6; create avenue for them to release their full potential
    - Design goals with the team members, monitor their progress on regular basis and perform year end appraisal
    - Implement new company policies and ensure adherence
* Management Support:
  + - Provide regular MIS reports and feedback to management team
    - Escalate and discuss any operational, legal or compliance issues with the management team
    - Work with senior management team to roll out special projects to streamline overall operations.
    - Complete annual risk assessment reports on clients and submit to the management as well as the compliance department

*May 07- Jul 10 as* ***Senior Fund Accountant***

Contribution:

* Migrated Funds from Sydney office to Singapore office.
* Trained up new Fund Accountants.
* Delivered high quality valuations.
* Supported the audit process for a high number of funds.
* Implemented OTC verification process.
* Documented Funds’ procedures.
* Contributed ideas in how to make Singapore office a success.

Citi

### Nov 06- May 07 as Fund Accounting Manager

### Contribution:

* Build and lay down operation guidelines for the newly setup hedge fund servicing unit.
* Engage with new clients to discuss operation issues and specific requirements.
* Review documents and SLAs.
* Co-operate with external legal counsel, auditors and other professionals in the fund establishment.
* Interact with marketing team to understand clients’ requirements.
* Roll out the new system for Transfer Agency services.
* Oversee all new fund launches and ensure SLAs are met.

Citco Fund Services (Australia) Pty Ltd

### Jan 06- Sept 06 as Senior Fund Accountant

* Coached new fund accountants.
* Prepared valuation for complex funds.
* Liaised with brokers to achieve 100% verified valuation.

### Sept 04- Dec 05 as Fund Accountant

* Pick up a complex valuation within the 1st quarter.
* 100% adhere the client service protocol of responding to clients’ query within half a day.

State Street Australian Limited

### Feb 04- Sept 04 as Portfolio Accountant

* Be chosen as the 1st Portfolio Accountant to handle Hedge Fund clients.

State Street Bank & Trust (Hong Kong) Limited

### May 02-Nov 03 as Fund Accountant

* Be assigned to handle a mega sovereign fund which worth over USD10Billion after 8 months on the job.
* Perform cash & position reconciliation and resolve break with counter party or client
* Perform price verification
* Verify dividend and bond interest accruals
* Perform trade matching in the market and follow through trade amendment
* Submit stock lending request as per client’s instruction
* Assess funding and place daily deposit roll as per client’s standing instruction

Other experience:

* Vincent Kwok & Co. (Hong Kong)
  + - Prepare financial statements and lodge Annual Return in accordance to Hong Kong Company Registration Ordinance for Small and Medium Enterprises.
* Mill Partners Accountants (Sydney)
  + - Prepare Tax Return for individuals and companies in accordance to Australia Tax Regulations.

**WORK RELATED SKILLS**

Proficient in the use of **Bloomberg and Microsoft Office.**

Converse fluently in **English, Mandarin and Cantonese.**

**EDUCATIONAL BACKGROUND**

**Macquarie University** July 1998-July 2001

**Double Degrees in: Bachelor of Applied Finance**

**Bachelor of Commerce (Professional Accounting)**

**The Hong Kong Polytechnic University** July 1997-July 1998

First Year Study for Bachelor of Accounting

**St Paul’s Convent School** July 1990-July 1997

HKAL and HKCEE Examinations

**Extracurricular**

**Macquarie University**January 99-December 99

#### Treasurer of Singapore Students’ Association

**St Paul’s Convent School** July 95-July 96

* + - Vice President and Conductor of School Choir
    - Treasurer of Sports Committee

**STRENGTHS**

* **Strong organization skill:** 
  + **Make proper interpretation from documents and collaborate well with both internal and external professions**
  + **Orchestrate completion of the process with clear instruction and good communication skill**
  + **Always keep objective and timeline in checks**
* **Good problem solver:**
  + **Proactive and reach out to relevant parties to sort for the best understanding of the situation**
  + **Determine to accomplish and think actively for both in & outside the box solutions**
  + **Balanced approach in achieving both efficiency and risk mitigation**
* **Committed team player packed with experience & knowledge:**
  + **Solid back ground knowledge in investment services and operation**
  + **Positive personality who will build rapport with the team to deal with challenging situation and uplift the best practice**
  + **Open minded person who open for feedback and active in proposing suggestions**