

PRIYA MISHRA

Experienced Hedge Fund Accountant

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SUMMARY

Dedicated and results-oriented Chartered Accountant with over 7 years of comprehensive experience in hedge funds, Private Equity Funds, Credit Funds, Fund allocation and Investor allocations and Third party reconciliations, Capital call management of Called and uncalled commitment. Proven track record of improving processes, enhancing productivity, and assisting in implementation of technology solutions to deliver Service level agreements.

EDUCATION

Bachelor of Commerce

Mumbai University

📅 06/2012 - 03/2015 📍 Mumbai, India

Chartered Accountant

Institute of chartered Accountants of India

📅 06/2012 - 07/2016 📍 Mumbai, India

EXPERIENCE

Manager




Arcesium

📅 03/2023 - Present 📍 Gurgaon India

Leading team of 8 senior associates and analyst. review of monthly and daily deliverable and complete accounting /reconciliations processes resulting in updates to fund NAV and timely delivery of Investor Reporting.

- Taken Accountability for work product of the team - daily trade, position, Swap MTMs, and cash reconciliations to the prime broker / custodians/administrators as well as all income / expense accruals. In addition, overseeing timely reconciliations and settlements of OTC products.
- Playing an active oversight role in day-to-day operations, escalation of aged breaks, business-as-usual troubleshooting and setting direction and goals for individuals.
- Coordinating with investment managers, prime brokers & administrators and internal teams like pricing, MO & treasury to resolve day-to-day exceptions, as well as develop more strategic initiatives.
- Update outdated incentive and management fee calculation templates and streamlined accrual. Assisting tech team with requirements and amends for automations of this process.
- Streamlining process of non trading expense bookings using Budgets and payouts with systematic accrual impact on NAV
- Setting objectives and facilitating required training of team members, undertaking their performance reviews and giving constructive feedback and guiding them to grow required skill sets to foster their growth.
- Leading calls with administrators and prime broker's to discuss any outstanding breaks or process insufficiencies impacting NAV delivery and overall process with suggested avenues to eliminate such noise.
- Collaborating with external Audit teams to facilitate required audit supports which include various reporting as requested during auditing.
- Working on providing NAV packs to clients during month end process involving various reconciliation signoffs, Ledgers, Balance sheet, profit and loss, Capital account, trial balances Expense schedule and etc.
- Responding to any adhoc requests from client, Prime brokers, administrators, internal teams, custodians etc.



STRENGTHS

-  **Specialized Fund Accounting**
Holistic experience of fund accounting industry
-  **Excellent Team Management**
Leading and guiding team mates to achieve the goals and common objectives.
-  **Experience in Private Equity Funds**
Private Equity accounting and capital management with building fee calculation

SKILLS

- Hedge Fund Accounting
- Private Equity Accounting
- Shadow Accounting
- Capital Calls Management
- Investor Allocation
- Expense management
- Presentation skills
- Multiple Teams collaboration
- Geneva Experience
- Financial Reporting
- Team management

ACHIEVEMENTS

-  **Successfully streamlined fund accounting processes**
Improved efficiency and accuracy, resulting in significant cost savings
-  **Automation of Fee calculation Process**
Assisted in automation through my in-depth understanding of different fee structures

EXPERIENCE

Manager

Viteos (CSC Group)

📅 09/2020 - 03/2023 📍 Mumbai, India

- Handled team of 3 to deliver shadow accounting services to hedge funds and private equity funds such as monthly NAV reporting and Daily reconciliations with brokers, agents and Fund administrators.
- Managing and maintaining data of Capital calls, uncalled commitments and distributions as per water fall model.
- Working on different fee calculations like performance fee, management fee, budgeted non trading expense and asset based fee accruals.
- Headed the process of fund allocation and investor allocation and compare with Admins by reviewing and guiding team with preparations till NAV pack delivery
- Onboarded new clients and collaborated with internal and external team for streamlining automation processes of different reconciliations and reporting.
- Led three way calls with hedge funds and fund administrators for discussions of breaks and discrepancies of accounting enabling in smooth delivery for monthly NAVS.
- Reviewer responsibilities of all types of daily & monthly reconciliations and comparisons such as cash, position, FX, PNL & TB compare.
- Undertaking team's half yearly and yearly perform review with periodic goal settings and providing constructive feedback and guidance to excel in their roles.

Senior fund Accountant

Citco

📅 08/2018 - 09/2020 📍 Mumbai, India

- Monthly NAV Calculation: Actively involved in preparation of monthly NAV & investor allocations produced for the client and ensuring the accurate and timely delivery according to Service level agreement.
- Non Trading accruals: Posting daily accruals as per provided budgets by IM and tracking payments against it and analyzing it from accounting perspective.
- Process Automation: Was involved in automation of processes with the help of development team and have implemented the process successfully was involved in various UAT testing's.
- MIS Reporting & presentations: Preparing various MIS reports for higher management to be used for monthly reporting. Also involved in preparing various presentations for training and knowledge transfer.

Associate

Morgan Stanley

📅 01/2017 - 08/2018 📍 Mumbai, India

- Preparing various reconciliations like MTM, cash, positions, dividend for multiple product type and breaks identification and liaising with internal teams and clients for resolution.
- Monitoring corporate actions and reviewing it's impact on portfolio and NAV accounting.
- Preparing monthly fund allocation of PNL and calculation of management fee and incentive fee as per the Fund incorporation documents.
- Performing P&L analysis, daily cash projections, calculation of FX transfers required for funding
- Accrual of daily and monthly non-security related accruals

Article Assitant & Senior Associate

Ashok Jayesh & Associates

📅 09/2013 - 11/2016 📍 Mumbai, India

- Being part of Statuary audit, Internal audit, Tax audits, Bank Audits teams.
- Filing various tax returns such as Income tax, Service tax, Vat, TDS and tax audit return.
- Finalizations of books of accounts, Financial statements, registration of clients under various laws of India

ACHIEVEMENTS



Client Impact Acknowledgment

Acknowledged for excellence in client servicing, directly contributing to renowned high-net-worth investment funds.



Chartered Accountant in 1st Attempt

Cleared all levels of examinations of CA in 1st attempt

COURSES

Excel Skills for Business: Advanced

Focused on enhancing Excel skills for complex financial analysis, course provided by Coursera.

Python for Finance: Investment Fundamentals

Learned basics of Python in finance for automation of manual calculations of fee calcs

HOBBIES

Reading

Fitness

Volunteering

Gardening

Baking

Traveling