

Hemant Kumar Dubey

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Objective:

I am an MBA with 8+ years of experience in **financial reporting, Hedge Fund, Accounting and NAV calculation** with strong leadership and relationship-building skills. I have deep understanding **in the areas of Finance, Accounting, Fund Accounting and Strategy**. I have worked in Hedge funds & Trust funds till now.

Industry experience: Finance and Financial Reporting

Professional Experience

Assistant Manager | NAV Backoffice, Jaipur |

Aug'21 – Present

- Responsible for preparing and reviewing of monthly operating expense, capital activity, trade recon, position recon, corporate actions on daily basis.
 - NAV calculation involving Management Fees, Incentive Fees & Carried Interest calculations.
 - Responsible for calculating waterfall method in private equity funds.
 - Booking accruals and preparation of expense files based on invoices received.
 - Preparation of capital activity schedules to track subscriptions, redemptions, calls and distributions at investor and fund level.
 - Liaise with internal teams as well as client(s) for required information.
 - Communicate with external parties, including clients, auditors and other advisors on deliverables and resolve allied issues.
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Technical Coordinator | Northern Trust, Pune |

Sep'19 – July'21

- Responsible for preparing and reviewing various Hedge funds & Private equity, processes and meeting timely deliverable as a Fund Administrator.
- Responsible for preparing and reviewing of monthly NAV packages, Operating expense, Capital activity, schedules and entries for different Hedge & Private equity fund clients.
- Responsible for preparing and updating SOP, training material, checklists, trackers, and reviewing various control checks etc.

- Ability to handle critical queries/issues and escalating it to stakeholder to meet deliverable SLA.
- Liaise effectively and independently with Onshore counterparties to resolve discrepancies in a timely and efficient
- Ensuring deliverables are in adherence to agreed SLAs and SOPs

Senior Associate | SS&C, GlobeOp Financial Services, Gurgaon |

May'17 – Sept'19

- Responsible for booking of trade as well as non-trade accruals for various Hedge Funds on a daily basis.
- Responsible for handling the queries as well as comments of auditors and providing them with the backup for calculation of figures.
- Calculation of NAV on a daily, weekly, and monthly basis.
- Providing the Hedge Funds with the Daily P&L and other process reports.
- Assisting in the preparation of year-end financial statements and meeting strict deadlines on month ends.

Senior Associate | Pearl Investments, Janakpuri, New Delhi |

Oct'13 – June'15

- Responsible for booking of payments, outstanding payment.
- Responsible for preparing reconciliation.
- Made calls for confirmation of payments.

Technical: Fund Accounting, NAV, Financial Statement, Geneva, Bloomberg, GoRec, Ms.Excel & PowerPoint, SQL (Beginner)

Soft Skills: Leadership, Communication, Interpersonal skills, Analytical knowledge, Creativity, Collaboration, Team Player, Problem solving, detailed and results oriented.

Specialties: Time & team Management, Project Management & Delivery and High Ethical Standards.

Academics:

- **Master of Business Administration:** Army Institute of Management & Technology | 2017
- **Bachelor of Business Administration:** Dr. RML Avadh University | 2010
- **12th:** Army Public School, Srinagar | 2007
- **10th:** Army School Kapurthala, Punjab | 2005

Achievements:

- Participated in Army Welfare Association at Srinagar and won best poem award.
 - Participated in Inter Army School Volley Ball and football tournament.
 - Won best poem award from Lt. General in 2016.
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