JOB APPLICATION:

**PERSONAL PARTICULARS**

Name: Lin Hua Feng, FCCA, CA Singapore

Sex: Male

Citizenship: Singapore Citizen

NRIC: S7780796I

Race: Chinese

Contact No: 065 92379820 (Mobile)

Email Address: huafenglin@hotmail.com

Availability: Two Months

## WORK EXPERIENCE

**Feb 12-Now Finance and Operations Manager**

**Fortune Capital Management Pte. Ltd. (Fund Management Company for Private Equity Fund)**

**Main Job Scopes**

* Handle all office administration and accounting functions.
* Prepare timely monthly financial and management reports.
* Prepare quarterly shareholders reports and Board meeting presentation materials.
* Maintain compliance with statutory and relevant authorities’ rules and regulations, policies or requirements
* Liaise with external parties including auditors, banks, brokers, company secretaries, investors, tax agent and professional advisors where necessary.
* Involves in divestment of portfolios

**May 09-Jan 12 Account Manager**

**Apex Fund Services (Singapore) Pte Ltd**

**Jan 07-May 09 Senior Fund Accountant**

**Custom House Fund Services Pte Ltd**

**Main Job Scopes**

***Fund Set up Services***

* Liaising with Lawyers to ensure a fund structure which meets the specific needs of the Investment Manager and the Investment Strategies under consideration is set up in a quick and efficient manner.
* Liaising with Auditors to ensure the valuation principles are in conformity with Accounting Standards.
* Liaising with Banks/Custodians and Prime Brokers to enable quick turnaround in setting up banking and custody accounts.
* Providing detailed input in drafting the fund documents.

***Accounting Services:***

* Calculating the Net Asset Value (The “NAV”) on a monthly basis (or at such frequency as instructed by the Investment manager) for the Fund
* Preparing Fund NAV on PAXUS system and mirrored on excel to ensure error free and accurate reporting.
* Monitoring the cash position of the Fund and nominal reconciliations performed back to the custodian.
* Independently pricing the listed portfolio at the end of the month, work with the independent valuation agent duly appointed by the Directors of the Fund to value the unlisted portfolio producing a NAV/share.
* Annual financial statements prepared and coordination of the smooth and timely audit.
* All queries pertaining to the accounting of the Fund dealt with in a professional and timely manner.

***Shareholder Services:***

* Maintaining full shareholder records of the Fund ensuring that up to date required Anti Money Laundering procedures are followed with full documentation kept on site and scanned and stored onto our systems linked directly to the investor.
* Preparing and distributing monthly investor statements and contracts for Subscriptions and Redemptions

**Jan 06-Jan 07 Portfolio Accountant**

**HSBC**

**Main Job Scopes**

* Calculating the Net Asset Value (The “NAV”) on a daily basis
* Monitoring the cash position of the Fund and nominal reconciliations performed back to the custodian.
* Independently pricing the listed portfolio at the end of the month, work with the independent valuation agent duly appointed by the Directors of the Fund to value the unlisted portfolio producing a NAV/share.
* Handling queries from auditors, custodians, investment managers regarding to fund issues

List of funds (Mutual Fund) that I ran before:

First State Bridge/China Growth Fund, Allianz Asia Tiger Fund, HSBC Asia growth fund, DBS Shenton Fund etc.

**Jan 04-Jan 06 Credit Officer**

**Maybank Singapore**

**Main Duties Includes**

* + Receiving Documents from Various Branch
  + Implementation Authorized Limit and Drawing Limit
  + Waiver of Annual Fee/Late Charge/OD interest etc
  + Opening & Closing of Creditable Accounts
  + Handling Customer’s Requests such as Review In Limit or Interest Rate

**July 03 – Dec 03 Trainee Dealer (Valid CMFAS License Holder)**

**Man Financial (s) Pte Ltd**

**Main Duties Includes:**

* + Trade Futures Contracts through E-trading Platforms (Patsystems and Prime Trade)
  + Trade Futures Contracts Through CBOT Floor
  + Involve in Leverage Foreign Exchange Trading

## EDUCATION

**June 07-Now** **CFA Level 2 Candidate, CAIA**

**Passed CFA Level 1 in July 2007**

**Passed CAIA Level 1 in Apr 2009, Pass CAIA Level2 in Sep 09**

**July 04-June 06** **ACCA**

Prizewinner in Singapore for modules: 3.2 Advanced Taxation and 3.7 Strategic Financial Management

**July 00-May 03 Singapore Polytechnic**

Diploma in Banking & Financial Services

**July 95-July 97 Fu Jiang Radio and TV University**

Advanced Diploma in International Trade (Chinese)

**Other Qualifications:**

Passed following certificates in Yr 2003:

CMFAS Examination, Module 1

CMFAS Examination, Module 2

CMFAS Examination, Module 6

CMFAS Examination, Module 7

Passed following certificates in Yr 2008:

Certificate in Fund Administration (Nangyang Polytechnic)

## SKILLS & ABILITIES

Able to operate the following software applications well:

Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft FrontPage, Bloomberg, Paxus, Accpac.

## REFERENCES

Mr. Low Boon Chin Mr. Tony Carr

Senior Lecturer Deputy Manager

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