

Avinash Gungadoo

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Personal Profile Statement

A motivated, adaptable and analytical individual who will utilise the professional and technical skills developed through past 15 years of working experiences in the Fund Administration field at an international level. I have a methodical, customer-focused approach to work and a strong drive to achieve perfection.

Achievements

- Seamless migration of 10 Public Saudi Funds
- Implementation of SSAE18 controls and ongoing coordinator for 8 years
- Introduction of Internship Programme and promoting the local workforce in the Kingdom of Bahrain
- Internal Audit Representative
- Member of PAXUS Task Force
- President of Social Committee

Education

ONGOING

Project Management Professional

2004-2005 *Part Qualified Accountant: ACCA – Level 2* **DCDM BUSINESS SCHOOL, MAURITIUS**

2001-2003 *Cambridge Higher School Certificate* **SOOKDEO BISSOONDOYAL SSS, MAURITIUS**

Subjects Passed:

Accounting, Mathematics, Business Studies, French, and General Paper.

1996-2000 *Cambridge School Certificate* **SOOKDEO BISSOONDOYAL SSS, MAURITIUS**

Subjects Passed:

English, French, Principle of Accounts, Mathematics and Additional Mathematics.

Other qualifications

2001 - Certificate of Participation in the **SEM YOUNG INVESTOR AWARD 2001**

1994 – Certificate accredited with Good Merit by L'alliance Francaise

Languages

English, French and Creole

Read: Can understand factual texts, articles and reports concerned with current business matters in which the writer expresses an opinion, adopts a particular attitude or viewpoint; can skim long and complex texts for main points and important information.

Speak: Can interact with sufficient fluency and spontaneity to make regular interaction with native speakers possible; take an active part in discussions, present and sustain viewpoints; summarize main points of meetings or presentations; present clear detailed descriptions on a wide range of work related subjects.

Write: Can write a report passing on information or giving reasons for or against a particular point of view; can write emails, letters, documents highlighting the significance and implications of the information provided; deal independently with routine correspondences in own area of subject matter as well as very complex content.

Skills and Competencies

- Innovation and creativity
- Flexibility and adaptability
- Confidence and resilience
- Critical thinking and problem solving
- Quantitative reasoning
- Verbal and written communication
- Teamwork and collaboration
- Global fluency
- Professionalism and work ethic
- Digital literacy
- Technical aptitude
- Leadership
- Initiative
- Project and Time Management

Employment History

APEX FUND SERVICES BAHRAIN WLL

Kingdom of Bahrain

(June 2012 to date)

General Manager (CBB Approved Person)

(January 2017 to date)

Since January 2017, I am heading the Apex Bahrain Office comprising of highly qualified professionals. Apex Bahrain is a regulated Fund Administrator by the Central Bank of Bahrain “CBB” and was established in January 2008 as part of Apex's expansion into the Middle East. Fund managers operating in Bahrain work alongside a regulator that actively promotes independent third parties such as administrators and custodians.

The Job Role:

- Reporting directly to the Regional MD on the day to day operations of the business
- Ensure business unit operates effectively and efficiently within Company set standards and procedures
- Marketing and business development, leading to client implementation
- Group accounting and budgeting
- Finance management
- Risk reporting
- MIS reporting
- Set KPIs
- Maintain a controlled operating environment ensuring client satisfaction
- Ensure all Financial Regulatory requirements are met in an efficient and timely manner
- Ensure anti-money laundering policies and procedures are in place and adhered to as part of the Compliance Monitoring Program
- Regulatory reporting
- Internal Audit Representative, Security IT officer and SSAE18 audit coordinator
- Staff training and recruitment
- Support for NAV reviews
- Weekly sales and operation calls, as well as regular team meetings
- Oversight of CSSF regulated SICAV Funds in Luxembourg, with hands on back office

Head of Operations (CBB Approved Person)

(February 2016 to December 2016)

- Reporting directly to the managing director on the day to day aspects of the business
- Supervision of account managers and accountants
- Ensure client deliverables are met as per agreed SLA
- Ensure adherence to SSAE18 controls
- Staff training and recruitment
- Support for NAV reviews
- Involvement in business development

Senior Account Manager*(April 2013 to January 2016)*

- Ensure timely and accurate NAV calculations for different frequencies
- Involved in client specific reporting requirements including quarterly CIUs reporting
- Ongoing development of the business by liaising with the senior management
- Implementation of new processes and controls
- Refinement of SSAE 18 controls
- Ensure client enquiries are handled efficiently within agreed deadlines
- Compliant with regulatory requirements and other requirements of the funds specifications
- Supervision and training of accounting team members

Account Manager*(June 2012 to March 2013)*

- Ensure timely and accurate NAV calculations for different frequencies
- Detailed review of NAV calculations for Hedge Funds
- Implementation of SSAE 18 controls and appointed as coordinator
- Ensure client enquiries are handled efficiently within agreed deadlines
- Compliant with regulatory requirements and other requirements of the funds specifications
- Preparation of financial statements and quarterly CIUs reporting
- Supervision and training of accountants

APEX FUND SERVICES (MAURITIUS) LTD

Republic of Mauritius

(April 2009 to April 2012)**Senior Fund Accountant**

Moving within the same industry but with a different player, it was easy to settle in. I started to acquire more in depth knowledge of the Indian market space. My role:

- NAVs preparation which involve performing different types of reconciliations
- Review mechanism to independently check the preparation of NAVs
- Financial Statements preparation on annual basis and providing audit support
- Ensuring full and proper records of the Funds are kept on file as per the retention policy
- Processing and execution of bank instructions upon receipt of duly authorized instructions
- Monitoring bank accounts and placement of deposit for maximizing interest return
- Handling of correspondences with third parties and liaison with the local authorities
- Maintaining a full share register or record of limited partners and general partners
- Processing subscriptions, redemptions, re-registrations and switches
- Performing full identity checks on investors, source of funds and source of wealth
- Ascertaining that each transaction is processed in a timely manner, reviewed and signed off
- Involved in the reviews of NAVs and TAs
- Supervision of subordinates work

MULTICONSULT LTD

Republic of Mauritius

(July 2005 to March 2009)**Team Leader Fund Administration**

During my four years at Multiconsult Ltd, my key objectives were to ensure the smooth running of day-to-day activities within the Fund Administration Team. Complete administrative, secretarial and accounting support were provided for the companies consisting of Collective Investment Schemes, Hedge Funds, and Private Equity and Investment Holding companies. Responsibilities were:

- Set up and administration of investment funds
- Preparation of quarterly management and year-end IFRS compliant financial statements
- Liaise with auditors to ensure the proper reporting of the audited financial statements
- Carrying out daily and monthly net asset calculations
- Reviewing Net asset Valuations (NAV) for various Investment schemes
- Organize and attend Board Meetings (both telephonic and physical)
- Tax computations (preparation and filing), versatile with the new system called MNS for E-filing
- Ensuring compliance with regulations and Mauritian Laws
- Supervision of five Fund administrators and training
- Weekly Team leaders meeting
- Report to line Manager

Hobbies and Interests

- Football, Badminton, music, car racing and cooking.

Proficiency

- Microsoft Office and software such as AIMS, QUICKBOOKS, PAXUS, SALESFORCE and CONCUR.

References

Mr. Craig Roberts

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Mr. Maheshwar Doorgakant

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