

Phil Simon

45 East Street ♦ New York, NY
philsimon@abc.com

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Objective: Interested in a position as a Hedge Fund Accountant with a leading hedge fund, where I can put to use my analytical and accounting skills as an experienced hedge fund accountant.

Experience: *ABC Financial Corp.* *New York*
Hedge Fund Accountant 2009 to Present

- Executed trades, settlements, pricing, and FX processing for the fund.
- Carried out holdings and cash reconciliation for asset managers and clients.
- Prepared annual, quarterly and monthly financial and statutory accounting reports on the funds performance.
- Carried out analysis and researched variance in the performance.
- Assisted with implementation of new clients and special projects.
- Assisted in creation of client portfolio statements and records and NAV calculations for clients.
- Ensured timely updating of client portfolio regarding to trades on a daily basis.
- Checked and ensured timely and accurate processing of subscriptions and redemptions to client portfolios.

PNG Sales Pvt Ltd. *New York*
Staff Accountant 2005 to 2009

- Prepared accounting statements and reports based on General Ledger and other accounting books.
- Solely managed order entry, customer service and product inquiries.
- Prepared and presented monthly closing, financial and accounting reports.
- Processed billing, handled collections, and prepared daily and weekly deposit reports.
- Maintained accounting books like accounts receivables, accounts payables and general Ledger.
- Managed company bank accounts.

Education: *State University of New York* *New York*
Masters of Business Administration in Finance 2008

State University of New Jersey *New Jersey*
Bachelors of Arts in Accounting 2004

References: Available upon request