**James B. King**

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**Job Objective:**

Highly-motivated, enthusiastic, and organized Fund Administrator seeking a managerial position with an organization for utilizing my vast knowledge and expertise in providing best services to the customers.

**Summary of Skills:**

* Hands-on experience of working with investment funds, and keeping an up-to-date record of NAV value by doing extensive research
* Familiar with fund accounting principles and possess sound knowledge of various types of funds such as mutual, equity, and debt
* Capable of answering clients' calls/mails related to investment
* Proficient in assessing fund performance, calculating per unit price and maintaining client portfolios
* Expertise in performing administrative functions, including using fund management software, keeping an updated software, and preparing monthly reports
* Adept at maintaining clients' fund documentation and collaborating with team to devise effective strategies for ensuring customer benefits
* Team player with strong interpersonal and communication skills

**Work Experience:**

Investment Fund Administrator

Citco Financial Services, Lawrenceville, GA

November 2016 – Present

* Processing fax and email subscriptions for making redemption or offshore transfer of funds
* Coordinating with the manager for answering fund-related queries from customers
* Collaborating with the marketing and sales department to promote various services offered by the firm regarding investment funds, and increasing clients by 13%
* Assisting in calculation of daily, weekly and monthly Net Asset Value rate, and informing the same to interested customers
* Handling accounting services by maintaining and filing financial records of high performing funds
* Conducting regular meetings to discuss quarterly financial reports with the shareholders

Fund Administrator

SDSU Consultancy, Lawrenceville, GA

April 2014 – October 2016

* Worked with the finance department and scheme administration team to ensure timely reconciliation of pension funds
* Updated database for various types of funds such as mutual, equity or investment to give quarterly fact sheets to clients
* Researched investment market for fluctuations and defined strategies for growth
* Assisted in the review of funds' performance, and gave appropriate suggestions to clients interested in investments
* Drafted ad-hoc financial statements, assisted in month-end closings, and suggested corrective actions for funding issues

Fund Dealing Administrator

Vanguard Solutions, Lawrenceville, GA

August 2012 – March 2014

* Processed clients' requests for making international fund transfers of large amounts after approval from the manager
* Coordinated with the team to prepare and maintain accurate portfolios for existing as well as new clients
* Assisted the fund administrator in resolving clients' complaints by providing detailed information for the requested account
* Maintained accurate database on funds redemption, and mailed monthly account statements to clients
* Ensured all correct processes and procedures have been conducted for completing fund transfers in a timely manner
* Played a responsible role in handling customer queries, and promoting various types of investment funds offered by the company

Fund Accountant (Junior)

Vanguard Solutions, Lawrenceville, GA

June 2010 – July 2012

* Prepared reports to help investment team in formulating equity market strategies related to funds by doing adequate research
* Calculated daily and monthly investment portfolio by using accounting system and company database
* Ensured accuracy in valuation and pricing of funds, and handled payments to/from underlying payments
* Submitted accurate weekly reports to the fund manager to help solve critical issues as per the received complaints
* Answered phone calls and responded to mails to inform the interested clients about the company's various investment schemes
* Performed data entry operations by regularly updating client information in the fund management software

**Certifications:**

* Diploma in Fund Administration  
  Georgia Gwinnett College, Lawrenceville, GA   
  2013
* Bachelor's Degree in Finance  
  University of Georgia Gwinnett Campus, Lawrenceville, GA   
  2012

**Reference:**

On request.