

Vikram Kramer

☎ (512) 555-1234 ✉ vikram.kramer@email.com

🌐 linkedin.com/in/vikramkramer 📍 Austin, TX, 73301

SUMMARY

Detail-oriented Fund Accounting Supervisor with over 3 years in hedge fund administration. Proven ability to manage and mentor teams, ensuring accurate NAV calculations while maintaining compliance with accounting principles. Demonstrated strong analytical skills along with a commitment to ongoing professional development. Effectively leverages technology for operational efficiency and superior client service. Passionate about fostering a culture of growth within teams, adhering to strict deadlines, and enhancing overall service quality. Excited about the potential to contribute strategically and make significant impacts within an innovative organization.

EXPERIENCE

Fund Accounting Supervisor

January 2023 - Present

Capstone Fund Services

Houston, TX

Oversee a team of four Fund Accountants at Capstone Fund Services, driving accurate NAV calculations and meeting strict deadlines. Manage cash, position, and OTC reconciliation processes that streamline workflows and bolster accuracy. Play a pivotal role in evolving the NAV team's skill set through structured goal-setting and mentorship, supporting their professional growth. Regularly audit reconciliations to identify break items. Coordinate closely with other departments to solve client-centric issues, ensuring high-quality service delivery.

- Guided development and performance enhancements for a team of Fund Accountants.
- Ensured timely delivery of NAV calculations by implementing streamlined workflows.
- Reviewed cash, position, and OTC reconciliations, resolving discrepancies proactively.
- Conducted training sessions on compliance tailored for internal procedures.
- Collaborated across departments to effectively resolve fund-related challenges.
- Drove continuous improvement in service quality through direct mentorship and support.

Fund Accountant

June 2020 - December 2022

Atlas Hedge Administration

San Antonio, TX

Managed comprehensive daily fund accounting operations, focusing on trade capture methods and pricing accuracy at Atlas Hedge Administration. Conducted in-depth reviews of fund pricing along with profit & loss outcomes, aligning findings with industry standards. Assisted during audits by preparing financial statements, reinforcing transparency and accountability. Crafted and executed process improvements, significantly optimizing reconciliation times while ensuring strict compliance with regulatory checks. Fostered relationships with clients, addressing their queries efficiently and building trust.

- Oversaw daily fund accounting tasks including trade processing accurately.
- Implemented process improvements that dramatically cut reconciliation duration.
- Performed thorough reviews of compliance protocols to maintain standards.
- Engineered improvements in the invoicing process aligning it with market data.
- Liaised with clients to address inquiries, establishing strong partnerships.
- Supported the preparation of documentation necessary for audits, boosting clarity.

Junior Fund Accountant

June 2019 - May 2020

Pinnacle Financial Services

Dallas, TX

Contributed to NAV calculation preparations and fund reporting under senior guidance at Pinnacle Financial Services. Actively supported reconciling cash positions, identifying discrepancies promptly to serve the greater accuracy need. Participated in internal training programs focused on accounting best practices and software use. Maintained essential files related to transactions which played a key role in seamless auditing processes. Collaborated diligently with peers to elevate operational proficiency within fund accounting frameworks.

- Assisted in preparing NAV reports vital for board meetings.
- Promoted enhancements in record-keeping to facilitate expected audit outcomes.
- Helped train colleagues in emerging software trends relevant to accounting tasks.
- Played an active role in refining collaborative efforts among accounting staff.
- Supported positive engagement on differentiated accounting processes with supervisors.
- Developed familiarity with intricate hedge fund operations through hands-on work.

LEADERSHIP & AWARDS

- Recognized for outstanding leadership and support within fund accounting.
- Awarded Employee of the Month multiple times for collaboration on projects.

EDUCATION

Bachelor's Degree in Accounting
University of Texas at Austin GPA: 3.8
Coursework: Financial Accounting, Managerial Accounting, Auditing, Taxation

2019
Austin, TX

CERTIFICATIONS

- CPA Certification (in progress) 2027
- ACCA Level III 2025

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Oracle Financial Services, SAP
- **Analysis Tools:** Tableau, Excel, R Statistics
- **Presentation Tools:** PowerPoint, Google Slides, Prezi
- **Communication Tools:** Slack, Microsoft Teams, Email
- **Regulatory Frameworks:** IFRS, GAAP, SEC Guidelines
- **Reconciliation Platforms:** BlackRock, ADvanced Funds, Clearwater
- **Audit Tools:** Audit Command Language, IDEA, CaseWare
- **Financial Modeling:** Excel, ProForma, Python
- **Documentation Practices:** WorkflowMAX, Confluence, SharePoint
- **CRM Software:** Salesforce, HubSpot, Zoho CRM

SKILLS

- | | | | |
|----------------------------|---------------------------------------|---------------------|--------------------------|
| • Fund Accounting | • Team Leadership | • Auditing Process | • Stakeholder Engagement |
| • Reconciliation Processes | • Compliance and Regulatory Standards | • Problem-Solving | • Risk Assessment |
| • NAV Calculations | • Analytical Skills | • Cash Management | • Performance Metrics |
| • Financial Reporting | • Project Management | • Corporate Actions | • Process Optimization |

PROFESSIONAL AFFILIATIONS

- Member of the Association of Fund Administration Professionals.
- Active participant in local Finance networking groups.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST