

<b>Job Title</b>	Senior Executive, Investment		
<b>Company</b>	Cradle Seek Ventures	<b>Date</b>	05 July 2023
<b>Department</b>	Investment	<b>Unit</b>	Investment
<b>Reports to</b>	Farah Wahidah Binti Ab Rafik		

### Summary of Role

The primary responsibilities of the role entail evaluating investment opportunities and monitoring Cradle's existing investee companies. Moreover, it involves identifying risks, opportunities and providing recommendations to Cradle's management regarding the investee companies' corporate exercises and financial well-being. The objective is to ensure the overall health and success of the portfolio through active contribution to inform decision-making and strategic planning.

### Job Description & Responsibilities

- ✓ Prepare updated reports on the financial and operational performance of the investee companies for presentation to the Investment Committee.
- ✓ Draft documentations in relation to investment, fundraising, divestment/liquidation, or any related matters.
- ✓ Prepare a yearly valuation of the investee companies to be incorporated into Cradle's financial statements.
- ✓ Participate in meetings and networkings events within the startup ecosystem.
- ✓ Manage external auditors in regard to valuation matters of existing investee companies.
- ✓ Liaise with the company secretary for the company's documents filing.
- ✓ Perform and undertake any other ad-hoc duties and responsibilities as may be assigned by the superior from time-to-time.

## Qualifications & Experience

- ✓ University Degree in Accountancy/Investment/Finance/Business/Economics/Law or equivalent.
- ✓ Minimum of three (3) years of relevant working experience in audit, investment banking or venture capital is preferred.

## Skills & Competencies

### Core Competencies

- ✓ Good in communication and able to communicate at all levels.
- ✓ Good command in English language – spoken and written.
- ✓ Good in presentation skills.
- ✓ Able to work in a team and a dynamic working environment.
- ✓ Meticulous and attention to details.
- ✓ Good in relationship building and networking.

### Technical Competencies

- ✓ Experts in technology and business analysis.
- ✓ Have basic and intermediate finance projections and Corporate Finance knowledge.
- ✓ Good knowledge in financial statement, valuation and data analysis.
- ✓ Have experience in managing portfolio management.