

Job Title	INVESTMENT ANALYST		
Company	CRADLE FUND SDN BHD	Date	-
Department	OPERATION	Unit	INVESTMENT
Reports to	HOU INVESTMENT		

Summary of Role

The primary responsibilities of the role entail evaluating new investment opportunities and managing existing investee companies. It involves identifying risks and opportunities and providing recommendations to the investment Committee regarding the corporate exercises and financial well-being of the investee companies. The objectives is to ensure the overall health and success of the portfolio through an active contribution to make an informed decision and strategic planning.

Job Description & Responsibilities

Job Description:

1. Prepare update reports on the financial and operational performance of the investee companies for presentation to the Investment Committee.
2. To be the point of contact for investee companies and potential startups.
3. Drafts documentation in relation to investment, fundraising, divestment/liquidation, or any related matters.
4. Liaise with external auditor for audit documentations.
5. Execute other tasks as required by the management.

Qualifications & Experience

- Minimum years of experience: 1 to 2 years of minimum experience
- Education level: University Degree
- Courses: Finance/Business/Economics/Law or any other relevant courses

Skills & Competencies

Core Competency:

- Well aware of the latest regulations and trends concerning venture investments and respective industries.
- Knowledgeable in investment valuations (ideally experience in startup valuations)
- Able to build and maintain relationship with entrepreneurs, internal stakeholders, external auditors, industry partners and fellow investors.
- Able to work in dynamic environment.
- Good communication skill and able to communicate at any levels.
- Good command of English (spoken & written)

Technical Competency:

- To have a good knowledge in investments and financial.
- Financial modelling and analytical skills with proficiency in Excel and financial analysis tools.
- Ability to conduct market research and identify latest startups and technology trends.
- To have knowledge related to portfolio management.