Zoe Zhang Xiaming

Profile

My personal qualities and beliefs make me an ideal person for the accounting profession. I am honest, able to learn quickly and work well under stress environments. Particularly I possess a strong sense of responsibility, an analytical mind, an eye for details, and good communication and interpersonal skills.

Personal details

|  |  |
| --- | --- |
| Mobile | 97297189 |
| Email | zxmxm@singnet.com.sg |
| Place of living | Block 127A Kim Tian Road #06-527, S161127 (near Tiong Bahru MRT) |
| Nationality | China / Singapore PR since 2005 |
| Date of birth | 27 March 1968 |
| Marital status | Single |

Education

|  |  |
| --- | --- |
| 2006 - 2008 | **ACCA Qualification** (fully completed in 2008)  **3rd Placing** in Singapore on Paper P4 - Advanced Financial Management.  Bachelor of Science with **First Class Honours in Applied Accounting** from Oxford Brookes University |
| 1986 - 1990 | **Bachelor of Engineering** in Automatic Control from Beijing University of Aeronautics & Astronautics |

Accounting Skills

* 8 years of accounting experience in various industries: agribusiness, REIT and IT
* Strong theoretical and working knowledge of latest **FRSs**;Some knowledge of **US GAAP**
* Good experience in financial reporting: **General Ledger** and **statutory reports**
* Experience in handling **current** & **deferred taxes, WHT & GST**
* Experience in management reporting: **financial analysis**, **budgeting & forecasting**
* Solid working experience in **consolidation** (complex group structure) and **group reporting** with SGX listed MNCs (including 4 years with a Fortune's Global 500 conglomerate)
* Experience in **system implementation and enhancement**
* 4 years of experience in **people management**

Computer Skills

* Microsoft Office applications: **Excel** **(**complex formulae, pivot table, macro), **Word**, **PowerPoint**
* **HFM** (Hyperion) / IBM **Cognos** Controller / **BPC** **/ BCS /** **TM1**
* SAP **R3** / **Yardi**

Language

* English
* Mandarin

Professional Experience

|  |  |
| --- | --- |
| 2/2017-  5/2017 | **Contract Assistant Finance Manager with**  **Ascendas Hospitality Fund Management Pte Ltd**   * Take charge of group consolidation and financial/management reporting function * Handling yearend (Mar'17) and month end (Feb'17 & Apr'17) closing * Provide financial/management accounting support and guidance to Singapore and overseas companies to ensure timely submission of monthly accounts * Prepare quarterly SGX announcements * Prepare annual reports and draft notes to accounts * Liaise with auditors, prepare audit schedules and attend to auditor's queries * Prepare group reporting package and liaise with group finance team   *Reason for leaving:*   * Contract offer covering the most critical and busiest period: 4 months around the financial year end - Mar'17 |
| 12/2015-  5/2016 | **Permanent Senior Accountant with Amphenol FCI Asia Pte Ltd**  (International connector and cable assembly solutions manufacturer -acquired by Amphenol based in USA in 2016 )   * Review subsidiaries' accounts, reconcile intercompany balances and transactions, post consol adjustment entries and prepare consolidated accounts of FCI group (29 entities incorporated in Europe, North America and Asia ) * Pension accounting * Handle pension accounting with external advisor (Towers Waston) * Guide and communicate with subsidiaries on pension accounting * Draft annual statutory report of FCI group for FY2015 * Review subsidiaries' annual statutory reports for FY2015   *Reason for leaving:*   * V[oluntary](http://dictionary.cambridge.org/dictionary/english/voluntary)[redundancy](http://dictionary.cambridge.org/dictionary/english/redundancy) due to restructuring after acquisition by Amphenol |
| 3/2015-  5/2015 | **Contract Senior Accountant with Mapletree Investments Pte Ltd**  (Temasek-Linked leading real estate development, investment and capital management company)   * This offer was made due to impact of newly effective consolidation standards in year 2015 (FRS110 / FRS111 / FRS112) * Assist Senior Finance Manager of Mapletree Commercial Trust in drafting FY14/15 annual reports, preparing quarterly results announcement, etc.   *Reason for leaving:*   * Short term contract offer mainly for drafting annual statutory report * Contacted by Mapletree for a perm offer of Senior Accountant in Nov'15, not accepted it due to high turnover rate of the post |
| **Professional**    10/2014-  01/2015 | **Experience**  **Permanent Assistant Finance Manager with Olam International Ltd**  (Temasek-Linked SGX listed leading agri-business operates in 65 countries)   * Assist the Accountant in the following duties: * in one of the 17 product teams, as a point of contact to liaise with traders, subsidiaries and various departments * guide SSC on general ledger, compile and prepare accounts (P&L / BS) for the assigned BU * prepare system-generated consolidated BS & PL for internal use * Assist the product Financial Controller in liaising with subsidiaries for KPI, variance analysis and rolling forecast   *Reason for leaving:*   * Newly created yet dispensable role without well-defined job scope and clear direction * The position remained vacant for at least one year after my resignation, most probably it had been eliminated in the end. |

]p

|  |  |
| --- | --- |
| 06/2014-  10/2014 | **Permanent Group Accountant with Kuok (Singapore) Limited**  (MNC with over 300 subsidiaries and associates involved in shipping, warehousing, trading in chemicals, scrap steel, fertilizers and sugar products)   * Responsible for group reporting of a newly acquired shipyard group * Set up reporting system, formulate consolidation package for the group * Prepare monthly consolidated financial statements of the group * Prepare monthly flash and quarterly executive summary * Consolidate monthly cash flow forecast   *Reason for leaving:*   * Daily commute time was as long as 3:30 - 4:00 hours due to change of work location and working hours |

|  |  |
| --- | --- |
| 03/2010-  03/2014 | **Permanent Accountant in Group Accounts with Wilmar International Ltd**  (Fortune's Global 500 and SGX listed MNC with more than 400 subsidiaries and associates worldwide)   * Handle full sets of accounts of a few investment holding companies, prepare statutory reports , and work with tax division on tax matters * Review reporting package submitted by subsidiaries and associates; prepare monthly consolidated accounts and supporting schedules for the subgroups assigned (40 entities with various functional currencies and incorporated in 6 different countries, evolving NCI / Goodwill / Associates etc.) * Prepare monthly consolidated business segment reports and statistics reports * Assist FM in financial analysis of subgroup performance * Member of the team for preparing Wilmar group annual reports (400-500 entities) * Review subgroup statutory reports prepared by accountant in China * Involved in project planning and management - system implementation and enhancement   *Reason for leaving:*   * Job scope changed due to a big Shared Service Centre set up in Malaysia |
| **Professional**  10/2009-  02/2010 | **Experience**  **Assistant Accountant with Ezion Holdings Ltd** ( listed SME)   * Maintain full set of accounts of an investment holding and logistics company * Prepare simple consolidated financial statements of the sub-group * Liaise with external auditors, tax agents, and bankers   *Reason for leaving:*   * Career advancement * heavy workload was in basic operational matters: petty cash, staff claim etc |

|  |  |
| --- | --- |
| 01/2009 –  07/2009 | **Accounts Executive with ASL Marine Holdings Ltd** (SGX listed MNC)   * Assist Finance Manager in yearly budgeting and 3-year forecasting for ship chartering group * review full set of accounts of a shipyard in China, and post GAAP adjustments * Prepare quarterly analysis of the shipyard in China (KPI, ratio and variance analysis) * Consolidate financial statements of two sub-groups * Maintain full sets of accounts of a few investment holding companies * Liaise with tax agents and bankers.   *Reason for leaving:*   * The offer was for maternity cover |
| 10/2000 –  10/2006 | **Metro (Private) Limited**  From Management Trainee to Retail Executive till Department Manager responsible for:   * Efficient and profitable operation of the assigned selling departments * Merchandise management, staff management, customer service programs, promotions and events * Inventory control, expense control, loss control, visual merchandising   *Reason for leaving:*   * Change career path. |
| 08/1994 –  10/2000 | **Hubei Provincial Foreign Economy & Trade Corporation of Supply & Marketing Cooperatives, China**   * Worked as Import & Export Sales Staff for the first 3 years and administrator for the following 3 years * *Reason**for leaving:* seek career advancement in Singapore |

|  |  |
| --- | --- |
| 08/1990 –  08/1994 | **Hubei Provincial Institute of Automation Research, China**  Engineering Assistant responsible for:   * Programming, designing electric & electronic automation system * *Reason for leaving*: change career path |

Salary

* Last drawn salary: $5,800 per month
* Expected salary: Open to negotiation with all factors taken into consideration

Available date

* 1 -2 weeks after offer confirmed