**CURRICULUM VITAE**

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***PROFESSIONAL QUALIFICATION***

ACCA- Association of Chartered Certified Accountants

Qualified Chartered Certified Accountant(August-2007)

***POSTGRADUATE QUALIFICATION***

Dublin City University (DCU)

Masters in Accounting (Sep 2002 - Nov 2003)

Professional Diploma in Accounting, 2nd Class Honours (Oct 2001 – Jun 2002)

***UNDERGRADUATE QUALIFICATION***

South Western University of Finance and Economics (SWUFE)

BA in Accounting, (Aug 1997 – Dec 1998)

Diploma in Accounting, 1st Class Honours, ( Sept 1995 – Jul 1997)

***WORK EXPERIENCE***

**M&G Real Estate (Asia) Pte. Ltd. - A property investment Fund management company in Singapore**

**Feb 2010-Present**

**Assistant Manager-Operations&Finance**

Responsibilities include:

Maintain books of accounts and prepare the Financial statements for holding entities under the fund structure under applicable IFRS / GAAP as per the fund’s accounting policies

Review SPC reporting packs and supporting schedules prepared by trust accoutants

Ensure compliance with tax and relevant legislation

Support in the NAV calculation process and Consolidation of quarterly reporting package

Reconcile inter – company transactions

Maintain and update various schedules for investments, loans, insurance

Relationship management with services providers and counterparties i.e. auditors, custodians, registrars, bankers, trust accountants

Coordinate with service provider for VAT,/GST and corporate tax filling

MIS report to senior management

Cash / Liquidity forecasting, managing day to day treasury operations, i.e. daily cash management, FD placement, forex trades

Support in the investment transactions

Manage the annual statutory audit with auditors

Support preparation of fund budget

Ad hoc financial projects

**Grattan Property Company Ltd - A Property investment company based in Dublin, Ireland**

**April 2007-December 2008**

**Accountant**

Responsibilities include:

Preparation of accounts and financial statements, certain tax and company secretarial compliance

Ensure compliance with tax and relevant legislation

Preparation of rent accounts

Reconcile inter – company transactions

Maintain and update various schedules for investments, loans, insurance

Spend reports and analysis

Cash-flow analysis and forecasting

Perform bank reconciliations, maintain journal

Liaising with other departments and external parties such as bankers, insurance brokers, other professionals, etc

Ad hoc financial projects

**John McCarrick & Associates - A Dublin-based accountancy practice**

**April 2004-April 2007**

**Audit Senior** (with the client base focus of construction, tourism, retail, manufacturing, marketing and catering)

Responsibilities include:

Experience in all areas of auditing from initial planning to completion

Assess client’s business and financial risks.

Setting budgets for assignments and ensuring they are adhered to

Carrying out audit in a timely and efficient manner. Reviewing audit files to ensure audit tests are carried out properly

Report and highlight audit issues identified to partner

Investigate and resolve audit issues. Prepare reports to management identifying weakness in the company’s system and controls and making recommendations for improvement

Have worked with a diverse portfolio of clients

Preparation of accounts to trial balance/financial statements level of client companies under local accounting standards and relevant legislation

Performing analytic review and identifying risk area

Bank and control account reconciliation

Preparation of Taxation compliance work (IT/CT/CGT) and filing the tax returns

Preparation and filing VAT, PAYE/PRSI and RCT returns

Supervision and review work completed by junior trainee accountants

**China Life Insurance (Group) Company (China)**

**Sep 1997-January 2001**

**Assurance Executive**

**Mar 1998 – Jan 2001**

Responsibilities include:

Management of insurance premiums and commissions

Oversee the new insurance application process

Manage sales and commission database

Report the state of the sales, commission payable and required management information to the manager on a weekly basis

Provide analytical and decision making support

Comparison of actual monthly results with budgets and discussion of variances with managers on monthly basis

Accounts reconciliation

Deal and resolve brokers’ queries

Ensure integrity of system data

**Sept 1997 – Feb 1998**

Responsibilities include:

Achieve/exceed agreed sales targets on weekly/monthly/quarterly/annual basis

Source new client through various sales channels

Conduct a complete financial review with the clients

Advise client of the various products available to them

Manage the life/pension application process from initial enquiry to policy issued stage

Recommend what products best suits the clients needs ( Serious illness cover, Personal pensions etc)

Maintain and develop knowledge and information of life assurance and pensions products and related services and products on the market

***INTERNSHIP***

**Bank of China**

**July 1997-Aug 1997**

**Retail Bank Cashier Clerk (Based in China)**

Responsibilities include:

Client relationship management

Record the bank accounts

Operational risk management

***PROFICIENCY IN FOREIGN LANGUAGE AND IT***

Computing: Highly Proficient in SAGE, MS offices and Internet.

Language: English- Fluent ; Chinese- Native speaker

**HOBBIES AND MAJOR INTERESTS**

Travelling

Baking

Yoga

Read about and experience foreign cultures

**REFEREES**  
  
Reference from current employer is available upon request.