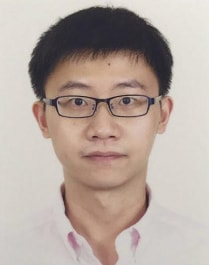
**RESUME**

**Name :** Li Xudong

**Marital Status :** Single

**Address :** Blk 15 Upper Boon Keng Road

#15-1073

Singapore 380015

**Contact No. :** (+65) 8218 6980 **(H/P)**

**Email :** scolxd@gmail.com

**Date of Birth :** 15 January 1990

**Nationality :** Singapore, Permanent Resident

**Gender :** Male

***Summary***

An enthusiasm team-player that seeks for challenges ahead which willing to excel together with the company.

***Companies Date Reason of Leaving***

**Bright Ruby Resources Pte Ltd** *July 2016 – Present*  *To change a new environment* Account Assistant

***Responsibilities***

#### Take care of Accounts Receivable and Accounts Payable function

#### Performing transaction pertaining to AR and AP

#### Execute on various reconciliation for amount received or invoice/DO before requesting for payment

#### Update general ledgers & preparing capital plan.

#### Reimbursement Claims and to assist Finance Manager on the month-end closing.

**Jones Lang LaSalle Property Consultants Pte Ltd** *February 2015 - June 2016 To seek for a better career opportunity*

*Account Assistant*

***Responsibilities***

#### Hand full set of AP

#### In-processing all invoices, expense forms and payment request

#### Checking with Supplier’s statement of account for completeness of invoices outstanding

#### Using Yardi Accounts system for AP calculations, PO creation according to Term contract and invoicing

#### Maintain of cashbook and bank reconciliation in monthly basis

#### Assist Finance Manager with month end closing

**Sagawa Express Pte Ltd**  *September 2012 – February 2015 To seek for a better career opportunity*

*Admin/Account assistant*

***Responsibilities***

* Hand full set of AP
* Generating invoices through Sysfreight,
* Track expenses and process expense reports
* Preparation of payment such as Giro, TT and issuing Cheque to counterparty

**Integra 2002 Pte Ltd**  *March 2012 - August 2012 To seek for a better career opportunity*

*Import/Sea freight*

***Responsibilities***

* Handling import shipping documentation
* LC preparation and negotiation
* Monitoring Hazardous DG cargo
* Prepare shipping documentations such as Bill of Lading, Certificate of Origin, Form D, etc
* Permit Declaration

***Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* *Degree in Business, in Professional Accounting**June**2014 – Jan 2016*

**Swinburne University of Technology**

* *Diploma in Logistics Management, in Business & Accounting**September 2009 – September 2012*

**Ngee Ann Polytechnic**

***Skills & Capabilities\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* Mandarin & English (Written & Spoken)
* Proficient in Microsoft Word, PowerPoint, Excel, Outlook
* ERP System
* Sysfreight system
* Yardi system

***Expected Salary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

S$3,000

***Notice Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

1 month