

BELLE XU

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EDUCATION UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK

Master of Science in **Accounting**, June 2011

Bachelor of Science in **Accounting**, June 2010

EXPERIENCE Ruihua Certified Public Accountants, Qingdao, China

Audit Manager, September 2017 – September 2019

- Served as the audit team leader, provided guidance and feedback to audit team members, and reported regularly to senior managers and partners
- Obtained an in-depth understanding of the client's business and the working knowledge of the client's system cycles
- Reviewed the client's financial statement, planned and designed the audit procedures, and prepared auditor's report based on audit adjustments
- Maintained regular communication with clients on engagement process, accounting issues and audit conclusions

Ruihua Certified Public Accountants, Qingdao, China

Audit Associate, October 2012 – August 2017

- Worked closely with clients and team members in order to provide quality assurance services
- Performed substantive and analytical auditing procedures in assigned areas including assets, liabilities, profits and losses, and cash flows
- Assisted team leader in the preparation of audited trial balance, financial statement and notes to the financial statement
- Prepared working papers which document the tests performed and procedures followed

KForce, New York, New York

Consultant, February 2012 – July 2012

- Assisted Centerline Capital Investment Group in K-1 preparation, including financial modeling and variance analysis
- Reviewed tax returns' K-1s, analyzed and investigated the cause of variance and communicated with external tax preparers
- Forwarded issues to tax department and submit review results for approval in a timely manner

Eataly New York, New York, New York

Accounts Payable Intern, September 2011 – January 2012

- Assisted in interdepartmental communication to ensure timely bill payment and correct allocation of expense and purchase
- Reviewed the accounting records and prepared supporting documents in response to chargeback claims initiated by customers
- Conducted general office duties such as filing, organization and documents retrieval

COMPUTER Microsoft Office(Word, Excel, PowerPoint), SAP SKILLS