

# Resume

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## Ximei Yang - Janice

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### Executive Summary

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Having successfully completed the Master of Professional Accounting in Charles Sturt University and with more than one year experience within financial services in Sydney, I currently work as an accounts assistant at Financial Intelligent Group Sydney. I have demonstrated strong capabilities including attention to detail, financial analysis, systems knowledge and customer service. I have completed Navitas Professional Year Workplace Readiness Programme, which facilitates enhancing my soft skills including teamwork, corporate presentations, communication and projects. As a dynamic, goal oriented individual, when presented with the opportunity, I will take the initiative to exceed the Key Performance Indicator's (KPI's) of your organisation. Seeking full time position in an office where my organisational skills can shine.

### Education / Qualifications

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<b>Master of Professional Accounting</b> Charles Sturt University Graduated: October 2012	Wagga Wagga, NSW, Australia
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<b>Bachelor of International Commerce</b> University of Technology of Guangdong Graduated: July 2007	GuangZhou, Guangdong, China
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<b>Navitas Professional Year Workplace Readiness Program for Accounting</b> Navitas Professional Graduated: June 2014	Sydney, NSW, Australia
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### Employment History

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<b>Oct 2014 – present: Accountant Assistant</b> <b>Financial Intelligent Group</b>	Sydney, NSW, Australia
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- Assist with the preparation of annual and periodic accounting report by:
- Balancing forward accounting software.
- Creating electronic work paper files.
- Reconciling clients' bank account in Xero.
- Posting journals into accounting software.
- Prepare draft monthly profit and loss.
- Reconciliation of general ledger.
- Preparing draft client's tax return, companies' financial statements.
- Prepare draft activity statements.
- Assist with the preparation of other client works as requested by job managers.
- Assist with tax planning for clients.

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<b>Sep 2012 – May 2014: Accounts Payable</b> <b>C P Blossom Trading Pty Ltd</b>	Alexandria, NSW, Australia
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- Introduce business process improvements that enhances Accounts Payable (A/P) functions, establish common vendor files and minimise duplication.
- Manage the processing, distribution, accuracy, verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.
- Consistently maintain accuracy in calculating discounts, interest, commissions, proportions and percentages.
- Compose effective accounting and ad-hoc reports summarising A/P data for supply chain, HR and other departments. All invoices are paid within our client's trading terms. A large amount of reconciliations are completed within deadlines.
- Processing prepayments and perform reconciliations.
- Preparing monthly allocation journals for credit cards and cab-charges.
- Preparing A/P ageing reports and distributing these to management as required.
- Rebuild trust with vendors/suppliers, repairing damaged relationships by ensuring timely, correct payments for all goods/services received.

### Skill Summary

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Having studied and worked in Australia for the last 5 years, I have developed excellent written and verbal communication skills in English. I am also proficient in communicating (both written and verbal) in Cantonese and Mandarin. I am self-motivated, friendly and enjoy being in an office environment. I am able to work in a fast paced and constantly changing environment where there is a demand for the English language to communicate with clients and co-workers. I consider myself to be an enthusiastic person who

performs all office tasks to the highest standard. With the ability to prioritise my work load and respond to frequently changing demands, I consider myself to be highly qualified in all those competencies you seek from a candidate.

Technical skills:

- MYOB.
- Quickbooks.
- Accounts Payable/Accounts Receivable.
- Bank reconciliation.
- Business Activity Statements (BAS).
- Balance Sheets, Profit & Loss and Cashflow statement analysis.
- Microsoft Windows based Applications.

Soft Skills:

Effective communication.

At C P Blossom Trading Pty Ltd and during the Navitas Professional Year Program, I effectively communicated with a range of clients, suppliers and colleagues (both internal and external clients) to ensure that the organisational objectives and team goals were met in a collective and effective manner. I was commended by my supervisor and trainer for my superior communication capabilities.

Problem solving.

Whilst at C P Blossom Trading Pty Ltd, Sydney, in 2013, a supplier contacted me with concerns that an invoice from the previous year was pending. I remained calm, courteous and listened to the supplier with empathy. Having checked the supplier records and the delivery dockets, I was able to establish that the ordered items were returned back to the supplier because the colour did not match our company requirements. We received a credit note from this supplier on the following day. After I explained the details of the order and provided the supplier the credit note number, the supplier understood and was apologetic. I resolved the problem efficiently, quickly and amicably.

Teamwork.

At C P Blossom Trading Pty Ltd, I assisted my supervisor whilst she was away by taking phone orders and referring these to her upon her return and/or actioning these autonomously. I simultaneously assisted three other colleagues with their responsibilities in accounts payable/receivable and also communicated effectively with suppliers on behalf of the entire team, to ensure that the orders are completed and delivered on time, specifically during peak periods.

Working Well Under Pressure.

At the end of the financial year 2013, my manager requested the company purchase report be completed and provided in less than 24 hours. I prioritised my workload, completed the purchase report as first priority and placed the other non urgent tasks as a secondary. As part of my role, I cross-referenced the purchase records in the C P Blossom Trading Pty Ltd online system with the invoices and the credit notes from the suppliers. Based on these, I compiled and completed the purchase report by the due time and was commended by my manager.

## References

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References available on request