

# Tommy (Ge) Xu

Address:  
Nanjing, Jiangsu, China  
182 5195 5659  
[txu614@hotmail.com](mailto:txu614@hotmail.com)

## CAREER OVERVIEW

A forward thinking and analytical finance professional with over 5 years' experience in a range of roles encompassing financial and management accounting, business planning and analysis and systems development and implementation with a strong focus on delivering key financial outputs and driving performance and efficiencies both within the finance team and other areas of the business.

With experience gained across a range of industries including Education, Health and Technology, I have demonstrated effective relationship building skills and an understanding of the needs of key stakeholders (both internal and external) together with the capacity to manage relationships to ensure client satisfaction and the achievement of business objectives.

Possessing high level IT skills in addition to a strong financial skill set, I have been heavily involved in systems and solution developments, including a lead role in development of an Enterprise Budgeting solution, development of a new system generated Board management reporting pack and other initiatives to improve processes, business planning and reporting and meet changing organisational requirements.

## KEY STRENGTHS

- Strategic mindset combined with ability to perform more hands-on role formulating and implementing detailed plans and activities
- Solutions focused with sound financial modelling, analytical and problem-solving skills
- Strong communication, stakeholder management and business partnering skills
- Demonstrated ability to manage heavy/complex workloads within specified timelines
- High level of initiative and capability (leveraging combined strengths in IT and accounting) to drive optimisation of systems and processes

## CAREER HISTORY

**Apr 2021 – Current**

**Data Operation Analyst**

FULL TRUCK ALLIANCE CO. LTD.

### **Achievements:**

- Development of scheduled ETLs to clean, store and merge offline project data tables
- Integrate project data with established data source to analyze the current progress of the project, explore applicable directions and quality inspections.
- Participate in POI/AOI project and lead the development and integration of project data, provide visualization dashboards for project progress tracking and analysis. Driving the coverage rate of AOI from 0 to 70% within 3 months.

**Key Responsibilities:**

- Responsible for the development of project data warehouse model.
- Responsible for the reporting and analysis of the project progress and data quality.
- Responsible for industry research through data mining and heat map analysis to provide guidelines for potential business development.
- Liaise with business units to discover the potential co-operation possibilities of the projects.

**Dec 2020 – Apr 2021**

**Data analyst/Strategic Operation**

DIDI CHUXING TECHNOLOGY CO. LTD.

**Achievements:**

- Development of daily, weekly and monthly dashboards to facilitate performance monitoring and operation diagnoses.
- Development of community group buying customer profile through location and activity-based data, built customer group segregation data threshold to facilitate effectiveness of subsidy activities.
- Development of customer life cycle analysis model to trace and analyze the transformation trend of customer life cycle.

**Key Responsibilities:**

- Responsible for the company's business diagnosis and operational efficiency analysis, and issue analysis reports for decision making.
- Draft business plans and evaluate return on investment of different projects and subsidy activates.
- Build dashboards to diagnose abnormal business fluctuations and locate issues by drilling down to different data dimensions.
- Responsible for the operation and review of online customer subsidy activities of Jiangsu Province including recall of non-active customer, sponsored activities and long-term activities to improve DAU and MAU.

**March 2020 – October 2020**

**Business/Systems Analyst**

WILLIAM ANGLISS INSTITUTE OF TAFE

*William Angliss Institute of TAFE is the Victorian State government endorsed Specialist Centre for Hospitality, Tourism and Culinary Arts and provides vocational education and training for industry, students and government in Victoria, Australia and globally.*

**Achievements:**

- Expansion of the Enterprise Budgeting system functionality to allow for multi-year budgeting to facilitate longer term planning
- Development of ETL processes to automate integration of payroll system data, improving efficiencies and accuracy with estimated savings of 3 hours of manual effort per fortnight

- Development of system mapping between internal general ledger accounts and government reporting account structure – decreasing time required to complete government reporting requirements by 1 day per submission (estimated - 6 days per year)

#### **Key Responsibilities:**

- Develop financial modelling to support strategic planning and business case development inclusive of scenario and sensitivity analysis
- Co-ordinate Institute annual operational budgeting and forecasting activity
- Coordinate labour, government funding, depreciation and capital budgets
- Undertake development of Financial and Enterprise Budgeting systems to further enhance functionality
- Develop enhanced reporting including Tableau Business Intelligence dashboards
- Analyse financial results and performance against budget and KPIs,
- Generate monthly financial and management reports for a range of stakeholders
- Liaise with business units in a business partnering capacity to drive performance
- Deliver easy to understand financial coaching and training to non-financial audiences to:
  - assist them use the Enterprise budgeting system and preparation of budgets
  - increase their understanding of financial information and the effective management of their responsibilities

**July 2017 – February 2020**

#### **Corporate Accountant**

WILLIAM ANGLISS INSTITUTE OF TAFE

#### **Achievements:**

- Design and development of the organisation's Enterprise Budgeting solution and system configuration under a mentor arrangement resulting in estimated savings in consulting charges of \$30k and receiving commendation from Department and Division Managers and end users for work completed
- Development of a new system-generated Board management reporting pack enabling summary and drilldown views of data, using XL1 reporting functionality and Power BI dashboards with complimentary feedback received from the Board
- Undertook higher duties during the 2019 annual financial reporting period (due to a vacancy in the Finance Manager role) – inclusive of responsibility for management of financial reporting models and data inputs facilitating the completion of multiple entity financial reporting requirements and achievement of audit clearance for five separate entities within 8 weeks of year end
- Undertook role of external audit coordinator for 2018 and 2019 financial years encompassing management of audit information requests, information dissemination and being key point of contact for audit liaison and queries
- Implementation of new lease accounting standard involving the conversion of existing lease accounting to new requirements

#### **Key Responsibilities:**

- Develop financial modelling to support strategic planning and business case development inclusive of scenario and sensitivity analysis

- Undertake Institute annual operational budgeting and forecasting activity
- Coordinate labor, government funding, depreciation and capital budgets
- Provide advice, training and support to Enterprise Budget system users in developing budgets
- Generation of monthly financial and management reports for a range of stakeholders
- Month and year end accounting responsibilities including processing of journals and completion of reconciliations for: salary accruals, employee entitlements, expense accruals and prepayments, income in advance, lease accounting
- Preparation of annual reporting information disclosure requirements

### **January 2017 – July 2017**

#### **Accounts Payable Officer**

William Angliss Institute of TAFE

#### **Achievements:**

- Successfully deployed Scan watcher invoice scanning technology and related processes to transition from paper based to a digital solution for management of accounts payable records and workflows
- Cleansing of AP data base to remove in excess of 600 non-current suppliers/payees
- Development of Accounts Payable reports to enable effective monitoring of amendment to supplier details
- Development of an excel based financial model for the evaluation of a new campus development and rental agreement inclusive of a range of scenarios and assumptions and incorporating cash flow impacts (special task allocated outside of normal duties recognising my skills in this area)

#### **Key responsibilities:**

- Accounts Payable – end-to-end accounts payable tasks including: high volume invoice processing, invoice authorization validation, payment run generation, liaising with internal stakeholders and suppliers to resolve account queries
- Assist with month end accounting processes and annual financial reporting requirements inclusive of journal posting and account reconciliations

### **May 2016 – January 2017**

#### **Accounts Payable Officer**

ROYAL DISTRICT NURSING SERVICE LTD (RDNS)

*RDNS (now Bolton Clarke) is a respected provider of retirement living and community health services in Australia.*

#### **Achievements:**

- Achieved a 20% increase in productivity processing 1800 - 2100 invoices per month (previous to my appointment requiring 1.2 staff to complete)
- Successfully performed end to end accounts payable function independently
- Assisted in the resolution of excel errors and mapping issues in the excel based Annual Financial Reporting model

#### **Key responsibilities:**

- Accounts Payable – end-to-end accounts payable tasks including: high volume invoice processing, invoice authorization validation, payment run generation, liaising with with internal stakeholders and suppliers to resolve account queries

- Assist with month end accounting processes and annual financial reporting requirements

### **Mar 2016 – April 2016**

#### **Internship**

ROYAL DISTRICT NURSING SERVICE LTD (RDNS)

#### **Achievements:**

- Offered the entry level Accounts Payable role based on my strong internship performance

#### **Key Responsibilities:**

- Accounts Payable – end-to-end accounts payable
- Fixed Asset accounting including processing asset additions, asset disposals, depreciation generation and account reconciliations

## **EDUCATION**

### **Mar 2020 – Current**

#### **Master of Information Technology**

Swinburne University, Melbourne (remote delivery)

### **June 2016 – June 2019**

#### **CPA Program**

CPA Australia

### **June 2015 – June 2015**

#### **Paraprofessional Interpreter (Mandarin-Chinese)**

Australian Institute of Translation and Interpretation

### **March 2008 – December 2011**

#### **Bachelor of Business (Majors: Accounting, Banking and Finance)**

Monash University, Australia

## **PROFESIONAL QUALIFICATIONS**

CPA, CPA Australia

## **COMPUTER SKILLS**

- ERP's –
  - Advanced user of Technology One enterprise suite of products including: Financials, Enterprise Budgeting and Student Management
  - Skilled in system configuration, system administration, XL1 report writing and development of ETL (extract, transform, load) processes for improved efficiencies and automation of processes
  - Strong troubleshooting capability with respect to system and interface issues

- Microsoft Office (Outlook, Word Power point and Excel - advanced skill level as assessed by Dynamic Web Training). Excel skills include development of modelling, macros, complex formulas and scenario analysis
- Advanced user of Power BI and Tableau - for development of data queries and dashboard reporting
- Advanced SQL skill level
- Highly transferable IT skills

## LANGUAGES

- Mandarin – native speaker
- English – fluent

## REFEREES

- Available on request