

# Xiajing Zhang

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## A financial accountant in banking industry +7 years of experience,

Broad understanding and involvement in financial analysis and internal control,

Seeking to leverage my skills on the position of tax/ audit in accounting firms

### KEY SKILLS INCLUDE:

✓ Problem solving	✓ Financial analysis	✓ Task allocation
✓ Expense management	✓ Team work	✓ Supervision
✓ Transaction processing	✓ Coaching	✓ Internal control

**Technical Skills:** Oracle ~ Lotus ~ Microsoft Word ~ Microsoft Excel ~ Microsoft PowerPoint ~

### EDUCATION

#### MASTER OF ACCOUNTING

FEB 2016-EXPECTED COMPLETION

Charles Darwin University

#### Important units:

- Audit, Australian taxation, Corporate Accounting, Management Accounting

#### Academic Achievements:

- Rewarded "Outstanding Academic Achievements" for two semesters(Rate above D)
- Rewarded "International house Darwin Scholarship"

#### BACHELOR OF ACCOUNTING

SEPT 2004- JUL 2008

Jiangxi University of Economics and Finance in China

#### Important units:

- Accounting principle, Economics, Commercial Law, Corporate Law, Cost management

#### Academic Achievements:

- Rewarded "Excellent Student Scholarship"
- Rewarded "Excellent Academic Tutor"

### PROFESSIONAL WORK EXPERIENCE

#### BANK OF CHINA, FUJIAN BRANCH

JUL 2008 – FEB 2016

#### FINANCIAL ACCOUNTANT

This full time position supported financial analysis while also assisting in the processing of internal control

#### Achievements and Contributions

- **Book keeping:** Ensured accurate recording of transaction entries and Bookkeeping

- **Expense Management:** Managing of operational and personnel expenses; Conduct internal funds transfer management.
- **Taxation Management:** Calculation and preparation of Corporate Income Tax, Individual Income Tax and other main taxation reports.
- **Financial Analysis:** Undertaking of monthly funds analysis and preparation of various financial reports for regulators and authorities.
- **Internal Control:** Conducting financial review and internal control; Co-ordination with outside auditors during their seasonal audit process.

## BIRMINGHAM EDUCATION SCHOOL

May 2014 – Feb 2016

### ENGLISH TEACHER (PTE all above 65)

This casual job also requires teachers with IELTSs overall above 7.5 as well as teaching experience.

### Achievements and Contributions

- **Teaching:** Teaching IELTSs reading and writing skills to High school students and adults.
- **Coaching:** Coaching and guiding students on their preparation for overseas study.

### OTHER QUALIFICATIONS:

- **ACCA Global qualification** (The Association of Chartered Certified Accountants)
- **FEC**(Financial English Certificate)issued by People's Bank of China (Chinese Bank regulator)

### VOLUNTEER ENGAGEMENTS

- **2017:** Darwin Chinese Christian Church - Volunteer
- **2015:** Fuzhou A+ Toastmaster Club-Vice President of Education

### PROFESSIONAL REFEREES

Andrew J See	Xing Zhao	Chunjia Xu
Barrister at Law	Team Director	Senior Assurance Auditor
Kilkenny Chambers	Bank of China, Fujian	Ernst & Young, Shanghai,
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