**Highlights**

* 12+ years solid knowledge of Financial Management in large International Organizations.
* Demonstrated excellent communication and interpersonal skills, ability to meet multiple extreme deadlines under pressure.
* 12+years experiences of handling large complex accounting processing with multiple sophisticated accounting system, including SAP, Oracle, Hyperion, Navision etc.
* Exceptional computer skills including Advanced MS Excel, Word, PowerPoint, Outlook etc.
* Strong technical, analytical and problem solving skills.
* Quick learner, always willing to take challenges.

**Skills & Expertise**

◆ Financial Analysis ◆ Financial Planning ◆ Project Planning

◆ Business Planning ◆ Forecasting ◆ Internal Controls

◆ Financial Reporting ◆ Accounting ◆ Internal Auditing

**Employment History**

**Financial Analysis and Assistant Controller**

**ADP DEALER SERVICES September 2010 – March 2013**

* Monthly P&L review with CFO, GM & business unit managers involving variance, revenue, cost, gross margin & AR analysis. Improve the financial status by analyzing results, monitoring variances, and identifying trends, recommending actions to management;
* Implement, maintain and assemble financial budgeting and forecasting processes. Deliver accurate, insightful and timely analysis of financial results compared against forecasts and budgets ;
* Closely work with business departments, execute business cases analysis;
* Proactively work with other departments to identify efficiency and internal control improvements and recommend and draft new approaches, policies and procedures;
* Ensure account activity is appropriate, closing balances are accurate and provide closing package with meaningful information to senior management.

**Accomplishments:**

* Created comprehensive monthly analysis package which was recommended to the whole region.
* Key member of plan and forecast improvement group.
* Highly reduced the aging of account receivable, almost zero for AR >60 days.
* Won Quarterly CFO reward within international regions.

**Senior Financial Analyst**

**Novartis Trading Ltd. (Novartis Vaccines) March 2008 – August 2010**

* Participate in the preparation and enhancement of monthly, quarterly and annual reporting packages for internal and external purposes;
* Report financial status by comparing and analyzing plans and forecasts with actual results;
* Conduct national sales analysis, competitive analysis, sales trend analysis, ROI analysis, HC analysis etc.;
* Take part in setting of sales target/sales territory /HC, making decision on sales incentive scheme and budget/expense workout.

**Accomplishments:**

* Created expense tracking model which was integrated with sales activities as the key index of sales force efficiency.
* Provided support to management team in various planning processes and spend decision making processes.

**Financial Analyst and Accounting Supervisor**

**Sanofi-aventis （China ）Investment Co., Ltd January 2004 –February 2008**

* Provide Local&Group financial reports and analysis on PRC and US GAAP basis;
* Provide sales report and help conduct analysis against sales forecast/target;
* Work with local Sales, Marketing and other departments on expense-control and budget planning;
* Ensure the intercompany balances are agreed and settle accordingly;
* Tax and Audit assist.

**Accomplishments:**

* Set up local accounting team
* Delivered knowledge transfer sessions to internal finance and business teams on various process improvements.

**Accountant**

**AIU Insurance Company July 2001 –December 2003**

* Work on various financial reporting and analysis
* Experienced in analyzing various reports requiring cross check and reconciliation;
* Work with budgeting team to fulfill yearly budgeting process;
* Work on related trend analysis.

**Education Background**

* **M.S., MBA** Capital University of Economics and Business (2005/09 -- 2007/07)
* **B.S.,** **International Accounting** South China University of Technology (1997/09 -- 2001/07)

*References Available Upon Request*