Wednesday, 11 September 2019

Aiping Wang

1/6 Delves Street

MORTDALE, NSW, 2223

To whom it may concern.

**RE: Reference**

This letter is to confirm that Ms Aiping Wang (Kitty) worked at the Australian Automotive Group Pty Limited from 11 September 2017 as a Senior Accounts Payable Officer.

Primarily based at our head office in Alexandria, Kitty reported to both our Group Financial Controller and Office Manager. Managing the accounts payable for three large dealerships and our holding and pre delivery yard, Kitty’s primary duties included:

* Checking accuracy of invoices, input & code invoices to cost centres
* Processing high volume invoices
* Scheduling pay runs based on payment terms
* Being the first point of contact with Debtors enquiries and following up payment of invoices
* Verifying, managing and processing payments of employee expense claims
* Performing inter-company accounts reconciliation within the group
* Updating and maintaining vendor database in a timely manner
* Performing reconciliations including supplier statement reconciliations, credit card reconciliations
* Supporting the month end process by providing supporting documentation for month end journals
* Reporting on Aged Payables in addition to other ad hoc reporting where required
* Identifying improvements to the accounts payable process
* Protecting the group's value by keeping information confidential

It is with regret that due to our administrative operations being relocated, Kitty’s role was made redundant on and from 20 September 2019.

Kitty’s attitude towards her work and fellow colleagues has always been excellent and we would have no hesitation in re-employing Lisa should an opportunity arise and recommend her to any prospective employer to work in a similar capacity.

Yours Faithfully

Omar Mokahal

Group Financial Controller

Australian Automotive Group Pty Limited