

BRIAN JIAN ZHAO

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Career History

Lockwood & Co Pty Ltd Melbourne

<http://www.lockwoodcompany.com.au/>

One of Australia's largest commercial and industrial auctioneers, valuers and marketing consultants offering Australia-wide service within all classes of commercial and industrial plant, machinery, equipment, vehicles, etc.

Assistant Accountant, 04/17 to 12/18

Reporting and Analysis

- Prepares and presents monthly auction sale report to management and provide analytical review on auction realised value, buyer premium, commissions and other KPIs.
- Supports management decision making by generating insights from internal auction database, third-party reports and online platforms

Budget and Forecast

- Assists in creating the annual budget and in charge of providing monthly rolling forecast for P&L

Treasury duties

- Day-to-day cash management, including bank account reconciliation and providing cash forecast
- Reconciles the actual cash receipt amount with total buyer invoice amount at the end of each sale
- Managing the company's trust account, regularly handle the cash deposit and cash disbursements to clients

Accounting duties

- Managing all aspects of monthly financial close process (balance sheet accounts reconciliation, depreciation, deferral amortisation, accrual adjustments, wage accounting, transactions completeness and accuracy verification)
- In charge of fixed asset accounting (addition, disposal & depreciation) and maintaining fixed asset register
- Prepares inter-company transaction and foreign currency transaction journal as required
- Supports Receivables/Payables or cashier duties where necessary

Accounts Clerk, 05/16 to 4/17

- Entering invoice and bill information
- Maintains supplier and vendor file

- Reconciles the supplier statements with bills

Zung Fu Motor Management Ltd Guangzhou

I start my career under a management trainee program within Jardine Matheson group (Hong Kong) and was seconded to its car dealer business unit (Zung Fu). I have gained substantial exposure to corporate finance and operational strategy by working directly under top level managers and engaged in strategy implementation, operational/financial performance analysis and reporting, and business intelligence gathering.

Aftersales Commercial Analyst, 08/13 to 12/13

- Analyses compensation structure and provides key insights to support the implementation of a new compensation scheme for car insurance team.
- Improves the budget planning model for total contract premium by introducing new business drivers and defining new KPIs
- Sets budget for insurance contract sales and report the variance against monthly target.
- • Supports the development of insurance contract analysis system by gathering and communicate user feedback.
- • Assists in preparing after sales departmental report (dealer revenue, gross profit, absorption rate, job value, active customer count, satisfaction index etc.)

Zung Fu Company Ltd Hong Kong

Group Finance Specialist, 08/12 to 07/13

- Supports successful implementation of new Oracle Hyperion Financial Management system (HFM) and Financial Data Management system (FDM)
- Liaises with consultants and IT technicians and communicated with users to provide business solutions to meet user requirements and corporate accounting policies
- Transforms financial close process with successful implementation of HFM
- Provides daily technical support, maintenance, and system modifications of HFM after the implementation
- Equips users with necessary skills to adapt to new system by providing in-class and on-job training

Management Trainee, 1/12 to 7/12

- Rotates among sales, aftersales and finance department to learn the business basics

Education

Chartered Institute of Management Accountants, 2013 to 2017

The world's largest association of management accountants

- Professional Qualification (Passed)

University of Melbourne, 8/2011

- Master of Management (Accounting)

Skills and Languages

Enterprise Software:

Excel, Access, Hyperion Financial Management, Financial Data Quality Management, Hyperion Reporting Studios, Autoline DMS

Accounting and Inventory Software:

Xero, QuickBooks, MYOB, Fishbowl Inventory, DEAR inventory

Language:

English, Mandarin, Indonesian, Cantonese