Joyce YEUNG

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KEY SKILLS

Applications:	Proficient in Microsoft Office Suit including Excel, Word, PowerPoint & Outlook.
	Experienced with accounting packages such as MYOB, Banklink, Reckon, Xero, QuickBooks and Oracle.
	Knowledgeable in the superannuation administration system SuperB as well as DOS based systems.
	Experience in Ruby, html/css VBA and SQL.
Others:	Comprehensive understanding of Australian Taxation rules and land tax legislations.
	Exceptional analytical and investigative skills.
	Excellent time and pressure management and ability to work toward deadlines autonomously.
	High attention to detail, particularly with numerical data.

EDUCATION & QUALIFICATIONS

2020 - present	Coder Academy – Diploma in Information Technology
2016	CPA Australia – Associate Membership Program (qualified)
2005 - 2008	University of Tasmania – Bachelor of Business (majoring in Accounting)

EMPLOYMENT HISTORY

April 2018 - Present

Ledger Migration Specialist – ***MYOB Australia Pty Ltd***

Responsibilities:	Assisting clients in transitioning from offline legacy products to cloud based systems, including consulting with practice users, testing server environment, reviewing prepared import data to ensure integrity, preforming ledger migrations to achieve overall project goal.
	Providing support and advice to accounting practices, investigating any client specific issues in both software and accounting and facilitating a positive customer experience.
	Resolving any technical issues raised by internal members and reporting any abnormal system related findings to management for product development.
	Reviewing and analyzing current processes, reporting to management on a regular basis to maintain and improve the efficiency of workflow.

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EMPLOYMENT HISTORY

June 2014 – April 2018
Tax Accountant/Assistant Accountant – **Brubacher Pty Ltd**

Responsibilities: Collecting and analyzing data/documents from clients, data entry, migrating data into different accounting systems and preparation of entities' tax returns, BAS and a variety of reports.

Reviewing and analyzing clients' workflow process, discussing with managers of any potential risks or improvements and suggesting solution to overcome issues and to prevent future errors.

Maintaining the company's accounts and trust account, reconciling bank accounts & balance sheet accounts, preparing general ledger and assisting in the preparation of end of year accounts and audit process.

Assisting the business partners in the business and tax advisory services by researching and designing excel data spreadsheets for analysis of investment options and subsequent impacts on income tax.

January 2013 – June 2014
ATO Support Administrator – **Mercer Outsourcing (Australia) Pty Ltd (Melbourne)**

Responsibilities: Peer reviewing work and monitoring processes of the offshore team and providing guidance accordingly.

Preparation of regular ATO reporting on superannuation products on a quarterly, half-yearly and annual basis and resolving queries related to ATO contributions, processing and system issues etc.

Assisting the operation changes team in enhancing existing procedures to meet ATO reporting standards and performing testing on any new processes.

Assisting in ATO investigations and client review requests, reconciling accounts and generating different reports from Superb on request.

Liaising with both internal and external stakeholders including fund administrators, accountants and the ATO.

Maintaining and improving team performance through workflow management, training and information sharing.

June 2011 – June 2012
Audit Associate – **Cliff Cheung & Co. (Practising) (Hong Kong)**

Responsibilities: Performing audit procedures on management accounts of small and medium enterprises.

Preparation of profit tax computation and corporate tax return filings.

Performing bank reconciliation for audit purposes.

Assisting the accounting team in preparation of income statements and Balance sheets for clients.