

Yixiao Zhu

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Recent graduate seeking a role in financial accounting, equipped with a solid academic background in business and practical internship exposure in auditing, accounting, and taxation. Proficient in conducting financial analysis, preparing financial statements, and ensuring tax compliance.

EDUCATION

University of Manchester MA in Sociology Expected Degree: Merit Core courses: Research Design, Doing research with social network data and visualizations	Manchester, United Kingdom Sep 2022–Sep 2023
Shanghai Lixin University of Accounting and Finance BBA in Taxation GPA: 3.52/4.00 Core courses: Financial Accounting, Tax Law, Probability theory and mathematical statistics, Statistics	Shanghai, China Sep 2018–Jun 2022

WORK EXPERIENCE

KPMG China Audit Intern	Shanghai, China Jan 2022–Mar 2022
<ul style="list-style-type: none">Data Analysis: Prepared vouchers and analyzed financial data variances with a 15% reduction in processing time. Improved data consistency in documents and performed sample check with 100% accuracy. Facilitated Excel and Office software for audit tasksVerification: Co-ordinated securities in conducting detailed tests for 3 subprojects. Verified data consistency across over 50 vouchers, invoices, water bills, contract amounts, and time. Organized and sorted data for accurate results. Compiled and completed supporting documentsConsolidation: Influenced financial assets testing for Securities and checked trial balance sheet data achieving a 98% accuracy rate. Consolidated group financial statements, merging reports of 3 subsidiariesCollaboration: Join another project temporarily for one week in revising product reports, referencing client feedback with annual reports, and providing feedback and revisions in accordance with the audit firm's annual reports	

Shanghai SOM Architecture Design Office Accounting Assistant	Shanghai, China July 2021–Sep 2021
<ul style="list-style-type: none">Payment Processing: Accelerated account reconciliations, reducing processing time by 25%. Verified and reconciled over 100 cash accounts and bank deposits with 100% accuracy. Instrumental in expediting payment processing on the HSBC platform, resulting in a 10% reduction in transaction processing timeDocument Review: Examined expense documents, enhancing process efficiency by identifying and rectifying discrepancies. Ensuring clear numerical values on over 100 receipts, and maintaining precise representation of over 50 business transactions	

H&M China
Finance Intern

Shanghai, China
July 2020–Oct 2020

- **Tax Reporting:** Managed monthly tax reporting at the beginning of 3 months and invoice deduction certification at the end of each month. Ensured accurate alignment between records and financial statements
- **Invoice Issuance:** Generated and managed over 500 VAT special and general invoices. Organized and maintained printed documents for easy reference
- **Tax Compliance and Administration:** Reviewed and validated the company's tax status, facilitating tax registration, declaration, and payment procedures. Identified tax data discrepancies in five branches and conducted comprehensive reconciliations

EXTRACURRICULAR ACTIVITIES

Sports Department Shanghai, China
Secretary Sep 2019–Jun 2020

- **Leadership:** Led the organization of two editions of the Freshman Basketball Tournament, coordinating with the publicity department to design posters for campus mobilization and promotion, resulting in a cumulative participation of over 100 students
- **Communication:** Planned and monitored five other sports events and competitions on campus
- **Creative Writing:** Wrote two original articles for the official public WeChat account every month

ADDITIONAL SKILLS

- **Certification:** ACCA (Business and Technology, Management Accounting, Financial Accounting, Corporate and Business Law)
- **IT:** Microsoft Word, Excel (Pivot Table, Vlookup, Sumif, If Function), Powerpoint, SPSS (Advanced Beginner), R (Novice), Python (Novice)
- **Languages:** Mandarin (Native), English (Fluent)
- **Interests:** Humanities Photography, Piano, Volleyball