

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

- **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 tasks
- **Verification:** 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 documents
- **Consolidation:** 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 subsidiaries
- **Collaboration:** 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

- **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 time
- **Document 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

- **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 Secretary

Shanghai, China
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 Fuction), Powerpoint, SPSS (Advanced Beginner), R (Novice), Python (Novice)
- **Languages:** Mandarin (Native), English (Fluent)
- **Interests:** Humanities Photography, Piano, Volleyball