

XUEYING ZHANG (SUZZY)

Mobile: 64+0272477610 | **Email:** suzzyzhang58@gmail.com | **Address:** 20B Glenvar Road, Torbay, Auckland

PROFILE

Recent Accounting graduate with practical experience in bookkeeping and month-end procedures. Proficient in Xero and Excel, with a strong focus on accuracy in tasks like GST filings, bank reconciliations, and fixed asset management. Highly motivated to contribute solid accounting knowledge and grow within an entry-level accounting role.

PROFESSIONAL EXPERIENCES

UG Consultants Ltd.

Auckland, New Zealand

Accounting Intern.

July 2025 - Present

- Prepared and filed GST returns (two-monthly and six-monthly basis) using Xero accounting software.
- Accurately processed and coded over 1000+ transactions in Xero following the Chart of Accounts classifications, supporting GST return preparation and monthly bank reconciliations.
- Handled opening balances and conversion balances for new clients.
- Managed fixed assets, including maintaining registers and handling asset additions and disposals.
- Assisted in preparing management reports and drafting financial statements with supporting notes in compliance with accounting standards.

Xuzhou Zhongshan Foreign Language Experimental School

China

Chinese Teacher & Form Teacher

2021 – 2023

- Managed a class of 50 students as form teacher, maintaining effective communication with parents and faculty.
- Delivered Chinese lessons and assisted with school operations, developing leadership and interpersonal skills.

Jiangsu University

China

Mandarin Tutor (Volunteer)

2016-2020

- Delivered Mandarin tutoring sessions for international students.
- Designed customised lesson plans and practice materials to support students' academic and language goals.
- Assisted students in preparing for HSK exams, improving their speaking and writing proficiency.

BUSINESS SKILLS & CERTIFICATIONS

Technical:

- **Accounting Software:** Xero (Advisor & Payroll Certified), MYOB, SAP.
- **Excel & Data Tools:** Advanced Excel (PivotTables, VLOOKUP), Power BI, basic SQL.

Communication:

- Clear financial reporting and documentation for accountants and managers.
- Effective collaboration with teams, clients, and non-financial staff while maintaining confidentiality.

Languages:

- Mandarin (Native), English (Fluent), Cantonese (Conversational), Japanese & Korean (Basic).

EDUCATION

University of Auckland

Auckland, New Zealand

Masters of Management (Accounting)

September 2025

- Awarded the **University of Auckland International Business Masters Scholarship** for academic excellence
- Working towards a professional accounting qualification

Jiangsu University

China

Bachelor of Education in Teaching Chinese to Speakers of Other Languages

2016 – 2020

- GPA: 3.75/4.0 (Outstanding graduates)
- Received Top Scholar

University of Toronto

Toronto, Canada

Certificate in Psychology

2019

- Demonstrated academic excellence