

# Xinyi (Rachel) Wang

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## CAREER OBJECTIVE

Dedicated and precise payroll administrator with approximately 2 years of experience managing pay and benefits procedures. Seeking to provide payroll processing services in the position of a payroll officer.

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## KEY KNOWLEDGE

- Experienced in end to end payroll processing, administration and customer service
- Strong knowledge of entitlements, tax treatments, awards and EBA interpretation, terminations, superannuation and payroll tax
- Microsoft Office, especially advanced level of Excel (Formulas, IF, SUMIFS, Vlookup, Pivot table, and Data Validation)
- Intermediate user of Preceda (Ver.15), ADP Payline, QuickSuper platform, ZIG, FLEX, MYOB
- Bilingual fluency (written and spoken) in English and Mandarin
- Completed TAPS New Zealand foundations payroll course

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## WORK EXPERIENCE

March 2019 – Present **Payroll Administrator**, Bureau Veritas Australia & New Zealand, Melbourne

### Key Responsibilities

- Processed payroll for 2000 employees, including the processing of salary changes, deductions, bonus payments, PAYG and superannuation within a high volume fast paced environment.
- Be able to provide assistance to all staff with payroll and superannuation matters, including professionally the handling questions and responding to queries in a timely manner
- Update Personal leave entitlements where there is an increase in FTE.
- Update master details with increment to next level and next increment date.
- Calculate and process pro rata entitlements for holiday pay and leave loading.
- Validate data entry and payroll reports.
- Calculate back pays and process correction pays.
- Prepare Payroll Month End reports and reconcile all payroll deductions, creditor accounts and clearing accounts.
- Setting up Australia and New Zealand new employees into Preceda
  - Preceda ESS / MSS accounts setups
  - Defining security profile
  - Assisting with 2FA enrolments
- Establishing the organization structure and details of the positions held by the employees (updating reporting lines for 9 entities)
- Entering timesheets on Entry Via Single Screen
- End to end Preceda payroll processing (processing 100 pays weekly)
- Assisting with employee termination when required
- Superannuation contributions

- Reconciliation (crystal report running, reversals of duplicated super and holding super reconciliation)
- Setting up SMSF in Preceda and Clearing Houses
- Preparing and uploading employee super contribution into Clearing Houses (Clicksuper and Quicksuper)
- EFT preparation
- Payroll Tax
  - Crystal report running
  - Payroll Tax calculation and reconciliation
  - Online lodgment for 9 companies for 6 states on OSR online portals
- Third parties payments reconciliation, lodgment and EFT preparation (Novated Leases, Child Support, Garnishee, Social Clubs, Coinvest, Incolink, Protect)

May 2018 – Dec 2018 **Junior Accountant**, C W Stirling & Co, Melbourne

### **Key Responsibilities**

- End to end payroll processing for the employees including PAYG, superannuation, payroll tax, leave entitlements, work cover and maintenance of employee records.
- Calculate employee gross to net pay, tax withholdings in accordance with the policies and government legislation with strong accuracy and timeliness
- Pay deduction disbursements and tax collection
- Distribute online pay slips and email copies on request
- Generate the end of year payment summary (PAYG)
- Identify and correct any payroll incidents
- Process regular changes to payroll information in the payroll system
- Update and maintain the personnel information in payroll system
- Answer remuneration related queries from employees within the business
- Compile and process PAYG payments across all systems on a monthly basis using payroll generated reports
- Respond to queries from the ATO, State Revenue Offices, Superannuation fund and the Payroll department
- Ad-hoc payroll related analysis and other project work, as required
- Prepared advanced excel spreadsheet as per request for client
- Prepared Income Tax Returns for individuals, trusts, small companies and super funds
- Corresponded with the ATO for refund and information request
- Answered phone calls when the receptionist is on leave or on break
- Completed indexing and references for physical files
- Helped with admin tasks like filing, recording, scanning, copying, posting

Feb 2017 – Jan 2018 **Bookkeeper/Administrator (Part-time)**, SCS Imports and Used Cars, Adelaide

### **Key Responsibilities**

- Data entry
- Bookkeeping
- Handled enquiries, taking accurate messages and promptly advising via email
- General administration support
- Ad-hoc responsibilities

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## PERSONAL ATTRIBUTES

- Motivated and hard-working demonstrated by finishing high volume workloads within deadline efficiently
- Strong attention to detail demonstrated by achieving thoroughness and accuracy when accomplishing data entry and calculation tasks without errors
- Excellent written and verbal communication skills
- Exceptional customer service skills and service-oriented approach
- Strong analytical skills demonstrated by resolving payroll queries efficiently and investigate discrepancies for both internal and external customers
- A positive and approachable person to work with

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## EDUCATION BACKGROUND

- Feb 2016 – Dec 2017    **Master of Accounting & Marketing,**  
The University of Adelaide, Adelaide, GPA: 5.125 out of 7 (73 out of 100)
- Sept 2011 – July 2015    **Bachelor of Arts—English, Translation,**  
City Institute Dalian University of Technology, Distinction average

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## VOLUNTEER EXPERIENCE

Oct 2017 – Dec 2017    **Shop Assistant (Volunteer),** St Vincent de Paul Society, Adelaide

### Key Responsibilities

- Greeted and provide friendly service to customers
- Assisted in sorting and pricing merchandise
- Operated cash register

Sept 2017    **Bilingual (English-Mandarin) Translator,** Australia China Business Council (ACBC), Adelaide

### Key Responsibilities

- Provided English-to-Mandarin and Mandarin-to-English translation service to business migrants, local businesses and government representatives at the ACBC Migration Month Trade Show

Sep 2017    **Bilingual Student Volunteer,** Department of State Development-South Australia, Adelaide

### Key Responsibilities

- Provided language support to buyers and sellers
- Communicated with the exhibitors and visitors

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## INTERESTS

- Digital Art
- Cat Lover

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## REFEREES

References available on request