

PROFESSIONAL PROFILE

Highly-motivated professional with a background in providing automation solutions to the HR and finance industries. Experienced in utilising IT skills and financial knowledge to enhance business processes and ensure precise control. Passionate about studying website technology and staying up-to-date with industry trends. Results-driven professional with expertise in Robotic Process Automation (RPA) technology, seeking a challenging role to leverage my skills in automating and optimizing accounting and bookkeeping processes. Dedicated to streamlining operations and improving efficiency through the implementation of innovative solutions. Dedicated to continually improving financial knowledge and expanding skill set. Driven to succeed and excel in fast-paced, challenging environments and always striving to deliver high-quality work and exceed expectations.

EDUCATION & QUALIFICATIONS

Master of Commerce Major in Applied Finance | University of Queensland | Aug 2021 – Nov 2022

Bachelor of Software Engineering | Dalian Maritime University | Aug 2012 – Sep 2017

Professional Data Science | Harvard University & EDX (Online) | 2021

CERTIFICATES

The Fundamental of Digital Marketing | Google Digital Garage | 2021

Develop Your Data Analysis Skills | LinkedIn Learning | 2021

RPA Developer Foundation Diploma | UIPATH | 2017

PROFESSIONAL SKILLS

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| • IT consulting | • Excel VBA | • Client training |
| • Business analysis | • Financial automation | • Workflow optimisation |
| • RPA (Robotics Process Automation) | • Project management | • Cross-functional collaboration |
| • UiPath | • Business process modelling | • Stakeholder management |
| • VB.net | • Data analysis | • Problem solving |
| | • Documentation | • Attention to detail |

TECHNICAL SKILLS

Programming: **R • C++/C#** – Intermediate • **Python • JAVA • RPA UiPath** – Advanced

Analytics: **SQL • MS Excel** – Advanced • **VBA • PowerBI**

MS Office Suite: **MS Word** – Advanced

CORE COMPETENCIES

- **Technical expertise:** Possess a strong background in programming languages such as VB.net and Python, along with proficiency in RPA-UiPath framework and EXCEL-VBA. Skilled in designing, testing, and programming projects for finance departments, which helped improve workflow efficiency.
- **Finance Technology:** Led the implementation of RPA technology to automate trading activities, resulting in increased efficiency and reduced manual errors. Collaborated closely with traders, portfolio managers, and compliance officers to identify areas for automation and streamline trading workflows.
- **Business analysis:** Adept at gathering and consolidating requirements from diverse teams of clients, analysing business processes, and designing new systems to automate tasks. Capable of writing handbooks and specification documents, which helped clients maintain and understand the project.

- **Financial Analysis:** Ability to analyze financial data, evaluate trends, and interpret financial statements to provide accurate insights and recommendations for informed decision-making.
- **Communication:** Strong communication skills, both verbal and written, which helped to reduce costs for the company. Experienced in interacting with clients and handling problem recognition, documentation, troubleshooting, research, and follow-up for each assigned problem. Fluent in English, Japanese, and Mandarin, which helped communicate effectively with clients from different regions.
- **Problem-solving:** Possess strong analytical and problem-solving skills, which helped identify and fix high-severity bugs in programs during bug-fixing meetings. Proficient in developing log systems and testing frameworks, which helped facilitate database integration tests and track original data to avoid program wrong behaviour.

EMPLOYMENT HISTORY

IT CONSULTING (Remote)

Zhicheng Accounting Firm | 2021 – 2023

- Create and maintain dashboards to track key performance indicators (KPIs)
- Write script to automatically check the result from DIXINNUO (A Chinese accounting software) by UiPath.
- The process of Bookkeepers is being simplified by UiPath and with the aid of the client's accountants.
- Used Python to clean data and optimise data from the Client's company.

IT CONSULTING (Freelance) | 2019 – 2021

- Using RPA technology replace the role of the bookkeeper.
- Spearheaded the implementation of RPA technology to automate repetitive accounting and bookkeeping tasks, resulting in a 50% reduction in manual effort and increased accuracy.
- Conduct data analysis to identify trends, patterns, and opportunities for improvement.
- Developed and maintained project documentation such as project plans and status reports.

IT CONSULTING (FULL TIME) Senior Associate consultant

Deloitte, Jia Xing Minth Group Ltd – China | Sep 2018 – Dec 2018

- Collaborated with leaders to design the template of specification document for the whole project, ensuring the clear and concise communication of project requirements to stakeholders.
- Led the two contract workers throughout the whole project, providing guidance and support to ensure the successful completion of project goals and milestones.
- Spearheaded the implementation of RPA technology to automate repetitive accounting, resulting in a 90% reduction in manual effort and increased accuracy.
- Developed and maintained RPA workflows using UiPath, creating bots that performed tasks such as data entry, report generation, bank reconciliations, and invoice processing.
- Developed a testing framework for the whole project to ensure the quality of the program, resulting in higher efficiency and fewer errors during the testing phase.
- Monitored RPA performance and analyzed key metrics to identify areas for further optimization and efficiency gains.
- Used Python to clean data and optimise data processing in the project, allowing for smoother data analysis and streamlined workflows.

IT CONSULTING (FULL TIME) Associate consultant

PwC, Nippon Life Insurance Company (日本生命保険相互會社) – Tokyo Japan | Jun 2018 – Sep 2018

- Collaborated with the team lead to identify the client's requirements and designed a new system to automate the financial process of Nippon Life Insurance Company.
- Collaborated with internal teams and external stakeholders to resolve accounting-related issues and provide timely support.
- Conducted periodic audits to verify compliance with accounting policies and procedures.
- Conducted extensive testing of the new system and made modifications to improve its performance, scalability, and maintainability.
- Created detailed documentation of the system's features and functionality and trained clients to maintain it effectively.
- Assisted the team in troubleshooting and fixing software bugs, improving the program's robustness, and enhancing its functionality.
- Worked closely with the stakeholders to ensure that the project was completed on time, within budget, and to the satisfaction of all parties involved.

IT CONSULTING (FULL TIME) Associate consultant

PwC, SMBC Sumitomo Mitsui Banking Corporation (三井住友銀行) – Tokyo Japan | Mar 2018 – Jun 2018

- Designed, tested, and programmed a finance department project in the Market Decision department of SMBC Sumitomo Mitsui Banking Corporation using RPA-UiPath framework, VB.net, and Excel-VBA tools, ensuring it met client requirements and specifications.
- Collaborated with local Japanese co-workers to conduct business analysis and designed a new system to automate the buying and selling of foreign exchange and check data for each branch, increasing efficiency and reducing errors.
- Authored the first few visions of specification documentation, ensuring clear and concise documentation for future reference.
- Developed and maintained RPA workflows using UiPath, creating bots that performed tasks such as trade execution, order management, position monitoring, and risk assessment.
- Participated in a bug-fixing meeting of other groups, appreciated by the team for identifying and fixing a high-severity bug in the program that could have caused the mail system to crash.
- Developed a log system for the highly valued and high-risk project that allowed clients to track original data to avoid program wrong behaviour, improving workflow efficiency. Additionally, developed a testing framework to facilitate database integration tests and handled client questions related to RPA, including problem recognition, documentation, troubleshooting, research, and follow-up for each assigned problem.

IT CONSULTING (FULL TIME) Associate consultant

PwC, Zhongjiao No.1 Highway Engineering Bureau Limited Company – Shanghai China | Oct 2017 – Feb 2018

- Designed, tested, and programmed a finance department project using RPA-UiPath framework, VB.net, and Excel-VBA tools, ensuring it met client requirements and specifications.
- Authored a comprehensive client handbook to help clients understand and maintain the project, providing guidance on troubleshooting and issue resolution.
- Gathered and consolidated requirements from various teams of clients to ensure all stakeholders' needs were met during the project development process.
- Collaborated with the strategy consulting team to create a business process model and designed a new system to automate debit and credit calculations and data record submission to the head office, including an automatic alert system to notify supervisors of issues.
- Streamlined manual working sequences by automating the entire process, reducing the workload for the finance department and increasing efficiency.

IT CONSULTING (FULL TIME) Associate consultant

PwC, TEPCO Tokyo Electric Power Company (東京電力) – Shanghai China | Jul 2017 – Oct 2017

- Worked closely with clients to understand their requirements and used VB.net and Excel-VBA tools to migrate data from legacy systems to new platforms.
- Collaborated with the Team Leader to design and develop a data migration system using VB.net and Excel-VBA tools to meet client needs.
- Reviewed and debugged code as part of the daily work with the Team Leader and produced reports on the progress of projects.
- Provided system support and developed an automated document maker using knowledge from previous projects to streamline the unit test report creation process.
- Assisted the Team Leader in handling clients' requests for system enhancements and bug fixes, ensuring timely resolution of issues to maintain client satisfaction.

INTERNSHIP

PwC, Internal Project – Shanghai China | Feb 2017 – Jul 2017

- Utilised RPA-UiPath framework to develop automation solutions for various HR and finance tasks, reducing manual effort and enabling efficient processing.
- Collaborated with the manager to design and test a new project for the HR and finance team, leveraging VB.net and Excel-VBA tools to achieve project goals.
- Designed and programmed a system to maintain employee headcount and calculate payments for sick leave or unused holiday in case of resignation, using VB.net and Excel-VBA tools.
- Conducted a thorough analysis of the existing HR process, identified inefficiencies, and proposed optimisation solutions for the team.

- Simplified and re-sequenced the HR process, working alongside the Team Leader to streamline workflows and reduce manual effort, and implemented changes using programming tools such as VB.net and Excel-VBA.

PERSONAL ATTRIBUTES

- Strong analytical skills with the ability to gather and consolidate requirements from various teams of clients.
- Excellent communication skills, both verbal and written, which helped to reduce costs for the company by creating documentation and teaching clients how to maintain projects.
- Proficient in both business analysis and programming, with a passion for learning and expanding knowledge in other areas of the industry.
- Ability to work effectively in a team, demonstrated by successfully leading and collaborating with contract workers and local Japanese co-workers.
- Detail-oriented with a focus on developing and maintaining formal projects, including designing specification documents and testing frameworks to improve the program's robustness.
- Highly adaptable and able to take on new challenges, as demonstrated by successfully designing and developing a new system for automatically downloading bank records and changing errors between bills.
- Excellent problem-solving skills, as evidenced by identifying and fixing high-severity bugs in programs and developing a log system to track original data and improve workflow efficiency.

COMMUNITY & VOLUNTEER EXPERIENCE

Rotary Australia | Volunteer | 2021

UQ-MCSLC (UQ Master of Commerce Student Led Committee) | President | Jul 2022 – Dec 2022

UQ-MCSLC (UQ Master of Commerce Student Led Committee) | Vice President | Feb 2022 – Jul 2022

Dalian Volunteer Association | Volunteer | 2012 – 2013

AWARDS

University Students' Public Welfare Entrepreneurship Competition | Special Prize | 2015

Dalian Maritime Mathematics Competition | Second Prize | 2015

Summer Social Practice | Top Ten Team | 2015

College Students' Innovation Industry | Provincial Level | 2014

"Dalian Port Passenger Cup" Case Analysis Competition | Third Prize | 2014

Mathematical Modelling | Provincial Level 2, 3 Prizes | 2013, 2014

Dalian Volunteer Association | Star Volunteer | 2013

LANGUAGE PROFICIENCIES

English – Fluent • **Chinese** – Mother Language • **Japanese (Daily)** – Intermediate • **Japanese (Commercial)** – Basic

- *Passed the highest Japanese language test (103/180)*

HOBBIES & INTERESTS

Reading **Swimming** • **Playing Guitar** (Entry Level) • **Take Photos of Wild Animals** (Mainly Lizards and Insects)

REFERENCES

Available upon request