Zhicheng Xie

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**PROFESSIONAL PROFILE**

Results-oriented Business Analyst with a strong background in IT consulting and process automation. Demonstrated expertise in leveraging RPA technology, data analysis, and stakeholder collaboration to drive process improvements and enhance operational efficiency. Skilled in gathering and consolidating requirements, designing innovative systems, and implementing solutions to meet business objectives. Proven ability to lead cross-functional teams, deliver projects on time, and communicate effectively. Detail-oriented, adaptable, and passionate about continuous learning and expanding knowledge in the industry.

**PROFESSIONAL SKILLS**

* **Financial automation**
* **Business process modelling**
* **Workflow optimisation**
* **Business analysis and process improvement**
* **Requirements gathering and consolidation**
* **RPA technology (UiPath) implementation and maintenance**
* **Data analysis and trend**

**TECHNICAL SKILLS**

* Programming: **R** ● **C++/C#** ● **Python** ● **VB.net** ● **JAVA** ● **RPA (Robotics Process Automation) UiPath**
* Analytics: **SQL** ● **MS Excel** ● **Power BI**

**EMPLOYMENT HISTORY**

***Zhicheng Accounting Firm* - Business Analyst (Remote)** | 2021 – 2023

* Developed and maintained KPI tracking dashboards, providing critical insights for informed decision-making.
* Automated result checking in DIXINNUO accounting software using UiPath scripting, streamlining processes and improving accuracy.
* Collaborated with accountants to simplify bookkeeping processes through UiPath automation, optimizing efficiency.
* Utilized Python to optimize and clean data, ensuring data integrity and facilitating data-driven decision-making.

**Business Analyst (Freelance)** | 2019 – 2021

* Implemented RPA technology to replace bookkeeping tasks, reducing manual effort by 50% and improving accuracy.
* Conducted data analysis to identify trends, patterns, and opportunities for process improvement.
* Created and maintained project documentation, including plans and status reports, ensuring effective project communication and tracking.

**Deloitte** - **IT CONSULTING (FULL TIME) Senior Associate consultant**

***CLIENTS:*** *(On site)* *Jia Xing Minth Group Ltd – China* | Sep 2018 – Dec 2018

* Collaborated with leaders to design clear and concise specification documents, ensuring effective communication of project requirements to stakeholders.
* Led and provided guidance to contract workers throughout the project, ensuring successful completion of goals and milestones.
* Spearheaded the implementation of RPA technology to automate repetitive accounting tasks, resulting in a significant reduction in manual effort and increased accuracy.
* Developed and maintained RPA workflows using UiPath, creating bots for data entry, report generation, bank reconciliations, and invoice processing.
* Designed and implemented a testing framework to improve efficiency and reduce errors during the testing phase.
* Monitored RPA performance, analyzed key metrics, and identified areas for optimization and efficiency gains.
* Utilized Python to optimize data processing, enabling smoother data analysis and streamlined workflows.

**PwC - IT CONSULTING (FULL TIME) Associate consultant  
*CLIENTS:*** *(On site) Nippon Life Insurance Company (日本生命保險相互會社) – Tokyo Japan* | Jun 2018 – Sep 2018

*(On site)* *SMBC Sumitomo Mitsui Banking Corporation (三井住友銀行) – Tokyo Japan* | Mar 2018 – Jun 2018

*China Traffic No.1 Highway Engineering Bureau Limited Company – Shanghai China* | Oct 2017 – Feb 2018

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

* Collaborated with leaders to design effective specification documents, ensuring clear communication of project requirements.
* Led and provided guidance to contract workers and local colleagues, ensuring successful project completion.
* Implemented RPA technology to automate repetitive accounting tasks, significantly reducing manual effort and improving accuracy.
* Developed and maintained RPA workflows using UiPath, creating bots for data entry, report generation, bank reconciliations, and invoice processing.
* Designed testing frameworks to enhance efficiency and reduce errors during the testing phase.
* Monitored RPA performance, analyzed metrics, and identified areas for optimization and efficiency improvements.
* Utilized Python to optimize data processing, facilitating smoother data analysis and streamlined workflows.

**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.

**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

**Individual Support (Aging Care)** | Celtic Training | 2023

**Develop Your Data Analysis Skills** | LinkedIn Learning | 2021

**RPA Developer Foundation Diploma** | UIPATH | 2017

**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)*