

Career Objective

A senior analyst with 5 years of tax compliance and tax advisory skills demonstrating dedication to assist with growth of business in various industries including farming, logistics, investments, wholesale, legal and trades (business turnover ranging from \$100k - \$40m) and management of high wealth private clients.

Aspire to integrate my accounting knowledge and web developing skills to assist with development of cloud-based accounting software and management reports.

Profile Summary

- Multilingual with proficiency in English, Malay and Mandarin
- Strong attention to details, organised, adaptable, fast learner, eager to learn
- Good at analytical and research work

Academic Achievements

Present	Full Stack Flex Coding Bootcamp @ Trilogy Education (Expected completion Aug 2020) <i>The University of Adelaide, Australia</i>
Present	Associate Member, completion of CTA2A and CTA2B Advanced Tax <i>The Tax Institute</i>
Present	CPA Member <i>CPA Australia</i>
2008 - 2010	Bachelor of Commerce (Accounting and Corporate Finance) <i>The University of Adelaide, Australia</i>

Work Experience

Sep 2014 - Present	Senior Analyst <i>Pitcher Partners, Adelaide</i>
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Key Responsibilities:

- Working in Private Business and Family Advisory, my role includes:
 - Preparation of Tax Returns for individuals, partnerships, trusts and companies
 - Preparation of Special Purpose Financial Reports, tax planning, trend analysis, cashflows and budgeting for small, medium, large enterprises and family groups
 - Preparation of Business Activity Statements (BAS)
 - Managing multiple compliance tasks and ad-hoc tasks within turnaround period and client expectations
 - Training junior team members in job processes, firm procedures and technical knowledge, including use of computer systems. Able to adapt to new computer software quickly.
 - Review work prepared by junior team members and provide constructive feedback
 - Managed correspondences with clients, ASIC and ATO as required.

Achievements:

- Executed training sessions for new staff in relation to preparing fees and workpapers
- Managing various new clients as required due to high turnover of staff in a short period of time and meeting datelines along with current tasks

Dec 2012 -
Sep 2014

Assistant Accountant, Clerical & Accounts Support

Foodbank SA (A not-for-profit national organisation in food relief to end hunger in SA)

Key Responsibilities:

- Assisting finance department in:
 - reconciliation and preparation of accounts receivables and sales
 - debtor management
 - performed data extraction and trend analysis (monthly/year-to-date) regarding
 - revenue and throughput of agencies assisted based on class/regions
 - kilos of food distributed
 - monitoring handling charges (revenue) of food distributed with retail pricing
- Managing inventory system:
 - Main distribution centre and Food Hub in Edwardstown and Community Foodbank Bowden;
 - Providing support to 3 regional branches for over 1000 different items including stock take, receiving inventory, costing and pricing
- Providing administration and call support to clients and the public in regards to web ordering, sales and food emergency relief
- Assisting auditors in gathering documentations during audit period.

Achievements:

- Took initiative to implement and maintain MYOB Retail Manager point-of-sale system and EFTPOS terminals for recent projects (Community Foodbank and Food Hub),
 - prepared procedure sheets and provided guidance to volunteers
 - acting as the go-to person for inventory/IT issues
- In a team of two staff – set up fixed asset data importation into Microsoft Dynamics GP
 - Previously kept on an Excel spreadsheet; re-numbered, set up different account groups and depreciation schedule to complement with current system

May 2012 -
Nov 2012

Clerical Support

Foodbank SA

Dec 2009 -
Jan 2010

Intern, Business Research Information Services

PricewaterhouseCoopers, Malaysia

Key Responsibilities:

- Assisted in research across a broad range of areas
 - Analysing financial data and 5-year forecasts of companies in targeted industries (e.g. cement, food manufacturing and petroleum)
 - Foreign direct investment and growth in ASEAN region compared to First World countries based on statistics extracted from the Economist Intelligence Unit
- Prepared presentation slides used for internal and external publications on recent news (economic development, industry growth)
- Translated articles from Mandarin to English for an ongoing legal case involving PwC who audited financial statements of a company charged with fraud

Key Achievements:

- Assisted in various internal and external client publications on target industry growth, new tax strategies and economic development of Islamic countries. Notable publications includes publication for World Islamic Economic Forum (external); Climate Change COP 15 and WWF Heart of Borneo (internal)
- Effective management of tasks and meeting tight deadlines while working with multiple managers

Volunteer Work

May 2017 **Panellist, CPA Industry Insight**

Aug 2019 **Roundtable Speaker, CPA International Student Forum**

Sharing career experience and advice with tertiary students from various backgrounds

Nov 2017 - **Team Member, Innovation Group**

Nov 2018 *Pitcher Partners, Adelaide*

Responsibility: Monthly meetings to discuss various phone applications on the market that may assist in client's daily life or integration with Xero.

Mar 2012 - **Event Assistant, Office for Community Engagement**

May 2012 *The University of Adelaide*

2011 - 2012 **Primary School Facilitator - Enterprise Education Day [Northern and Western Region (WRED)]**

Office for Community Engagement, The University of Adelaide

Computer Skills

Proficient in:

- APS, Xero, MYOB, CAS, Microsoft Dynamics GP
- Microsoft Office suite including Word, Excel, PowerPoint, Publisher, Visio and Outlook

Language Skills

English Professional writing and speaking, IELTS overall **Band 8**

Mandarin, Malay Fluent writing and speaking, High School Certificate of Education in Malaysia

Japanese Intermediate speaking and writing, Japanese-Language Proficiency Test Level 3

Others Fluent speaking Chinese-Cantonese

Extracurricular Activities

2012 - present **The Advertiser City to Bay Fun Run – 12km Run Finisher**

2009 – 2010 **Committee Member of AIESEC, the University of Adelaide**

➤ Eastern Europe Exchange Project/On-campus Communication Team (OCC)

Interests: Swimming, hiking, travelling, baking, orchestra activities, photography and IT developments

Referees

Contact details are available upon request.