**TARO YAMADA**

1-2-3, Yoyogi, Shibuya, Tokyo, 151-0053 / (+81)-80-1234-5678 / taro0401@tenshoku.com

**OBJECTIVE: Accounting Manager**

**EDUCATION**

B.A. in Business Administration, Musashidai University, Tokyo (Mar 2005)

**EXPERIENCE**

**Apr 2012 – Present AAA CONSTRUCTION Co., Ltd., Saitama**

**Accounting Assistant**

* + Handling monthly and year end closing activities
  + Creating budget and projection; preparing monthly budget for annual reports
  + Preparing daily invoice and monthly bank statement reconciliation
  + Coordinating monthly payroll functions for 200+ employees
  + Arranging coordination and communication with accounts firm and legal office
  + Ensuring compliance with accounting deadlines
  + Training 2 accounting clerks who are new employees
  + Editing and translating business correspondence and contract documents

**Jan 2009 – Mar 2012 BBB Computer Science Inc., Tokyo**

**Administrative Assistant**

* + Prepared daily invoice and monthly bank statement reconciliation
  + Generated budgets and forecasts on a quarterly basis and presented to management team
  + Coordinated monthly payroll functions for 150+ employees
  + Administered online banking functions
  + Reported on variances in quarterly costing reports
  + Managed annual company accounts and reports

**Apr 2005 – Dec 2009 CCC Education Inc., Tokyo**

**Administrative Assistant**

* + Performed general office duties, administrative and accounting tasks
  + Monitored and recorded company expenses
  + Introduced new type of internal and external mail functions

**SKILLS AND QUALIFICATIONS**

* + The Official Bookkeeping Test (Nissho Boki), 2nd grade (Jun 2005)
  + PC Skill: MS Office (Word, Excel, PowerPoint, SAP, SAGE)

**LANGUAGES**

Business Level English, TOEIC 850 (Jan 2020); email correspondence, general meeting, presentation