**HANAKO SATO**

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**OBJECTIVE**

Seeking a position in the accounting field where my experience and skills can be utilized to contribute to company's growth and productivity.

**WORK EXPERIENCE**

2005 - present

XYZ International Co., Ltd. Tokyo

Accounting Manager

・Report to US headquarters.

・Supervise the progress of management accounting, monthly closing and annual accounts.

・Declare corporate tax and consumption tax.

・Consolidate accounting with subsidiaries.

・Manage training for 30 subordinates.

2002 - 2005

A & C Co., Ltd.

Accounting Supervisor

・Managed receivables, credit, inventories, manufacturing costs.

・Processed the annual accounts and monthly closing.

・Created financial statements and tax return documents.

・Managed accounts payable, receivable, and prepayments.

**EDUCATION**

1998 - 2002

Japan Management University - Tokyo, Japan

B.A. in Accounting

**SKILLS**

PC Skills: Advanced user of MS Word, Excel, Access and PowerPoint

Foreign Languages: English –TOEIC 910 (2005)

**QUALIFICATIONS**

The Official Business Skills Test in Bookkeeping, 2nd Grade (Japan Chamber of Commerce and Industry)