Taro Enworld

Kyobashi 3-1-1, Chuo-ku, Tokyo 104-0031

Tel: 03-1234-5678 　Cell: 090-1234-5678

Email: taro\_template@enworld.jp

|  |
| --- |
| **OBJECTIVE** |
| Accounting Supervisor with thorough understanding and application of US Generally Accepted Accounting Principles, and experience in comprehensive financial reporting, astute analytics, and team management to provide accurate ledgers, strategic improvements, and leadership. |

|  |
| --- |
| **SUMMARY** |
| Professional Accountant with over ten years of experience in manufacture industry. Matured knowledge of US Generally Accepted Accounting Principles, complex financial analysis, budget allocation, and cost control. Experience with consolidated income statements and periodic financial reports. Strong communication skills with ability to provide guidance and support through planning, duty allocation, and performance appraisals. |

|  |  |  |
| --- | --- | --- |
| **WORK EXPERIENCE** | | |
| **ABC Manufacturing Corporation** | Tokyo, Japan | April 2005 – present |
| Assistant Manager, Accounting and Finance Department | | |
| * Manage financial reporting and responsible for developing and maintaining accounting principles and procedures in compliance with USGAAP to provide accurate and timely delivery of financial statements and reports to Controller. * Correspond with Executive Director, Controller, and Senior-level Attorneys to provide quick and clear responses to headquarters inquiries in relation to Japanese accounting rules and regulations, and tax procedures. * Supervise seven staff accountants and allocate work activities including general ledger preparation, financial reporting, year-end audit preparation, and budget support and forecast activities, ensuring accuracy and completion within set deadlines. * Monitor and analyze department work to develop efficient procedures and use of resources while maintaining a high level of accuracy. * Handle personnel issues relating to staff conflicts, absenteeism, performance issues, and training of new and existing staff as needed. * Led SAP integration to fall in line with global standards and practices. | | |

|  |  |  |
| --- | --- | --- |
| **XYZ Company** | Osaka, Japan | April 2000 - March 2005 |
| Accountant Staff, Accounting Division | | |
| * Collaborated with global finance department managers to support overall department goals and objectives. * Played a responsible role for handling general accounting practices including monthly, quarterly, and annual closing, ensuring timely reporting of all financial information. * Handled management accounting including budget-making, cost control, and analysis of budget variance through correspondence with factory divisions. * Assisted with finalizing consolidated income statements according to Japanese accounting rules and regulations. * Assisted in development and implementation of new procedures and features to enhance department workflow, reducing incorrect applications by 15%. | | |

|  |  |  |
| --- | --- | --- |
| **EDUCATION** | | |
| **AAA University** | Osaka, Japan | April 1996 - March 2000 |
| Bachelor of Economics | | |

|  |
| --- |
| **SKILLS** |
| * Certified USCPA (2010) * Accounting Software: SAP (Advanced-level) * English: TOEIC score of 815 (2008) * Official Business Skill Test in Bookkeeping - 2nd Grade, Japanese Chamber of Commerce and Industry (2002) |