**Ichiro Suzuki**

Nishi-Shinjuku 6-5-1 Shinjyuku-ku, Tokyo Japan 163-1335

Phone: 090-1234-5678

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**SUMMARY**

・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.

・Problem solving and resolution techniques with active listening skills.

**WORK EXPERIENCE**

**AAA Company, Nagoya Japan August 2008 - Present**

Chief Accountant

・Managed team with 5 people.

・Check documents of expenses and incomes, petty cash.

・Improve operation of accounting department.

・Inform team members of instructions from HQ in US

・Reported to Monthly closing

（Confirm inventory and merchandise cost amounts, prepare monthly financial statemants, report to HQ）

・Annually closing

（Prepare audit, prepare IAS-based financial satatements and adjust to the Japanses standard.）

・Request IT department of SAP setting change for users in accounting department.

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**BBB Company, Tokyo Japan April 2002 – July 2008**

Assistant Accountant

・Assisted in monthly closing to include foreign transaction and prepared consolidated data.

・Performed various accounting functions to include journal entries, accounts payables, petty cash, deposits, monthly bank and inventory reconciliation, and monitored accounts receivables.

・Management of cash, accounts, notes receivable, accounts payable.

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**PERSONAL INFORMATION**

Date of Birth : 11 January 1980

Education : Shinjuku University Bachelor of Commerce (April 1998 – March 2002)

Marital Status : Married and two children

**CERTIFICATION**

TOEIC 750 (May 2012)

Bookkeeping Certificate-Nissho 1nd Grade (November 2005)

**SKILLS**

Languages : Fluent in spoken/written Japanese and English

Computer : Microsoft Word, Excel, Power Point (mid-level)