**Ichiro Suzuki**

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

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**SUMMARY**

・Experienced almost all HR fields.

・Broad HR experience covering recruiting, organizational development, labour law, employee relation, and compensation and benefits.

・Took a leading role in HR procedures and policy implementation of the business and organisation transformation including, performance management, development and communication.

・Strong communication, leadership, creative skills in tough situations.

**WORK EXPERIENCE**

**ABC Global IT Company, Tokyo Japan August 2008 - Present**

(August 2010 – Present)

HR Department,Senior Manager

・Planned and proposed the salary increases and bonus payments of all employees and managers.

・Introduced new bonus system scheme and 401K in cooperation with HQ.

・Planned and controlled the budget of total personnel cost and head counts.

・Managed two managers and five staffs Human Resources team.

・Developed and provided the effective training programs for the skills of evaluation to all managers and above.

(August 2008 – July 2010)

HR Department,Human Resource Development,

HR Business Partner

・Provided day-to-day HR consultancy, advice and coaching to top management.

・Employee relations; hiring , terminations, performance review.

・In charge of workforce planning.

・Assist hiring managers in recruiting process.

・Involved in corporate HR projects; HRIS roll out, regulation and protocol roll out.

・Managed Shared Services staff on payroll and social insurance matters.

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**CCC Manufacturing Company, Kawasaki Japan April 2002 – July 2008**

(July 2005 – July 2008)

HR Generalist

・supervised two HR staff responsible for daily HR operations including payroll, benefit,recruitment, training and development.

・Planned, designed and implemented new grade and compensation system.

・Experienced of managed, developed and modify HR system, policy and employment regulations.

・Payroll and benefit data management.

(April 2002 – Jun 2005)

HR staff

・Responsible for payroll for 400 employees.

・Performed various social insurance procedures.

・Performed payroll procedures for on boarding, salary adjustments and employee off-boarding.

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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)

Certified Social Insurance Labour Consultant – Sharoushi（November 2005)

**SKILLS**

Languages : Fluent in spoken/written Japanese and English

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