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| **Mr. Ken Tanaka** |

**PERSONAL DATA**

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| Nationality | Japanese | Current Address | 10 Smith Road,  #02-02 Singapore Tower,  Singapore, 012345 |
| Visa | Employment Pass holder (S Pass) |
| Telephone | (65)-0000-0000 |
| e-mail | johnsmith@gmail.com |

**EDUCATION**

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| 2002-2003 | London University, London, U.K. | MBA (International Business) |
| 1996-2000 | Boston University, Boston, U.S.A. | Bachelor of Arts in Marketing |

**CERTIFICATION**

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| 2009 | US CPA |

**WORK EXPERIENCE**

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| **AAA Consulting Pte Ltd**  (Business consulting firm specialised on SEA regional HQ of a company listed on any section of TEX, Singapore)  Consultant  Nov/09 – Present | * Prepared client business plan for presentation to board member * Provided consultancy on how to reengineer a HR management scheme and an organisation * Assisted clients to present their business to investors * Assisted clients to communicate with Japanese HQ and other SEA their subsidiaries and branches * Provided market research for clients’ industry |
| **BBB Co., Ltd.**  (One of the world biggest head huntting firm, Tokyo)  Associate  Jan/04 - Apr/08 | * List up possible client and sales call them 30 per day * Company visit to discuss with client about candidate and their job description * Registration interview with candidate for data input and job matching * Attended networking event once a week to cultivate new candidates * Achieved annual sales budget 50m JPY/annum more than 100% in 2005, 2006 and 2007 |
| **CCC Trading Co., Ltd**  (Import and Export of Luxury Goods, Tokyo)  Sales Manager  Oct/00 - Jun/02 | * Assisted establishing subsidiary in Singapore * Reported sales activity and monthly sales result to Sales Director * Sold luxury furniture average unit price about 1M JPY to Japanese major retailer(i.e. xxxxx Holdings) * Coordinated 3 distributors for most punctual and safe delivery service to the 10 to 20 clients * Managed 3 sales staff and monitoring their weekly sales activity reports of Japanese subsidiary accounts |

**ADDITIONAL INFORMATION**

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| Personal Achievements | * AAA consulting, a lecturer for JETRO(Japan External Trade Organisation ) seminar for their guest * BBB Co., Ltd awarded twice monthly best sales award in 2005 * CCC Trading Co., Ltd successfully established its subsidiary in Singapore * CCC Trading Co., Ltd achieved record high 205% against 2001 annual budget * CCC Trading Co., Ltd received awarded 2001 the best performer of the year |

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| Language Skill | * Japanese: Native * English: Fluent (TOEIC 960, IELTS 7.0) * Mandarin: Basic |

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| PC Skill | Word(60w/m), Excel(Function Level), Power Point(Basic) |