

Mr. Ken Tanaka

PERSONAL DATA

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

EDUCATION

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

CERTIFICATION

2009	US CPA
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WORK EXPERIENCE

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	<ul style="list-style-type: none">• 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• 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
BBB Co., Ltd. (One of the world biggest head hunting firm, Tokyo) Associate Jan/04 - Apr/08	<ul style="list-style-type: none">• 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
CCC Trading Co., Ltd (Import and Export of Luxury Goods, Tokyo) Sales Manager Oct/00 - Jun/02	

ADDITIONAL INFORMATION

Personal Achievements	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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)
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