

Taro Daijob

4-5-4 Shibaura Minato-ku, Tokyo 108-0023

03-XXXX-XXXX / taro@daijob.com

ACCOUNTANT

Corporate Accounting -Tax Accounting - Auditing

QUALIFICATIONS

- 8 years of accounting experience, including 4 years of tax accounting and auditing at a CPA firm.
- 2nd Class Certificate in Nissho Bookkeeping.
- Completed two parts of the tax accounting examination.
- Experience in analysis of budgets and variances, including recommending necessary amendments, internal auditing and tax returns.
- Effective tax management; achieved savings of up to 60% for clients.
- Computer skills: Excel, Word, Ichitaro, PCA Kaikei 2000Plus and Kanjobugyo.
- Excellent relationship-building skills with clients and tax authorities.

PROFESSIONAL EXPERIENCE

Chief Accountant, HAMAMURA MANUFACTURING CO., LTD., Kochi 2000 to present

- Report to Director of Finance. _
- Prepare monthly financial statements and schedules.
- Analyze income statement variances.
- Recommend improvements of internal controls.
- *Implemented new accounting system and improved efficiency by 50%. _
- *Automated monthly reporting procedures.

Tax Accountant/Auditor, SUZUKI & ASSOCIATES, Nagoya 1997-2000

- Performed field audits and prepared tax returns (Government Tax Forms and Reports) for 20 accounts ranging from small retailers to large manufacturers.
- Performed annual financial audits, quarterly reviews, compliance audits and internal control reviews.
- Compiled material required for mandatory tax audits.
- Consulted with clients on management issues and provided advice and solutions.

- Established and maintained close relationships with the presidents of client companies and tax officials.
- Trained new employees on accounting procedures.
 - *Saved clients 20-60% in taxes on average.
 - *Specifically asked by many clients to be their account auditor.

EDUCATION / PROFESSIONAL TRAINING

2nd Class Certificate in Nissho Bookkeeping, 1997

OHARA BOOKKEEPING SCHOOL, Nagoya

B.A. in Business and Commerce, 1997

MEIJO UNIVERSITY, Nagoya