

Name: XXXXX Birthday :DDth, MM , YYYY

Address:

Mobile 080-XXXX-YYYY

e-mail: XXXX@gmail.com

PROFILE

XX years of work experience in the field of finance division at the YYY Company.

Contributed to improve the XXXX with gaining the knowledge of the YYYY. Optimized sales force system internally and reviewed management system.

Led several projects EXAMPLE.... I am looking for a new challenging job as XXX with leveraging my past experience.

WORK EXPERIENCE

MMM 20YY – Present XYZ Company, Limited

(Main business: XXX, Employees: 200 as of Dec. 2018, HQ is in U.S.A.)

MMM 20YY – Present Finance controller

職務内容を具体的に・・・記載

EDUCATION

20XX-20YY ・XXX University

CERTIFICATE & SKILL

20XX TOEIC 800

Computer Skills: Windows XP, Macintosh, MS-Word, Excel

INTERNATIONAL EXPERIENCE

*Business

20XX 2 weeks visit to Brazil

20YY New Zealand audit

*International Conference

20XX YYth International conference (Germany)

*Travel

U.S.,U.K.