

## Taro Nakamura

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### PROFESSIONAL SUMMARY

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Versatile accounting professional with over 9 years of experience in finance, including financial reporting, financial control, and CPA/audit coordination. Well versed in streamlining processes while maintaining policy integrity and adhering to internal accounting controls.

### KEY SKILLS

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- Accounting
- Financial Status Monitoring
- QuickBooks, FreshBooks, SQL, ERP systems
- JGAAP Principles
- Internal Controls

### LANGUAGES & QUALIFICATIONS

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- Japanese: Native
- English: Advanced Business  
(TOEIC 930 in 2009)

### PROFESSIONAL EXPERIENCE

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**ABC Company** | Tokyo, Japan

*April 2013 - Present*

***Accounting Manager***

*April 2017 – Present*

- Currently manage a team of 12 financial specialists and accountants covering all accounting functions
- Devised and deployed multiple cost-savings initiatives resulting in a 20% and 25% reduction of company expenditures in 2018 and 2019 respectively
- Prepared the annual budget in consultation with the CEO, including the preparation of reports including the company's earnings, profits/losses, and cost accounting
- Developed and continue to maintain 2 accounting systems for cash management and credit control

***Accounting Supervisor***

*April 2013 – March 2017*

- Partnered with the IT Department during the implementation of a new accounting system that digitized and streamlined all our processes

- Coordinated with external auditors; provided internal auditing support
- Approved and checked journal entries for accuracy of account information
- Took charge of preparing annual audit and quarterly reviews in coordination with the management board

**XYZ Company** | Tokyo, Japan

*April 2008 – March 2013*

**Senior Accountant**

*April 2010 – March 2013*

- Recorded and posted \$40,000,000 in monthly close journal entries
- Managed month-end closing cycle and performed variance analysis of accounts
- Led and managed 10 accounting personnel (AP/AR), including all their coaching and development programs
- Handled the management and administration of client entities

**Accountant**

*April 2008 – March 2010*

- Took charge of monthly journal entries and ensured all business transactions were recorded accurately
- Assisted senior accountants with audits, and documented the control procedures
- Maintained financial records for 150+ clients by analyzing balance sheets and general ledger accounts

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## **EDUCATION & PROFESSIONAL QUALIFICATIONS**

**ABC University** | Kyoto, Japan

*B.S. Accounting, School of Commerce, 2004-2008*

**Boki Level 2 - 2008**

**Certified Public Accountant (CPA)**

*The Japanese Institute of Certified Public Accountant, 2010*

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## **INTERESTS & HOBBIES**

- Chess
- Snowboarding