

Shigeo Koike

XXXXXX, Tokorozawa, Saitama, JAPAN

Tel: XXX-XXXX-XXXX

PERSONAL DATA

Sex Male
Marital Status Married
Nationality Japanese
Work Location Tokyo, Japan

EDUCATION

1994 - 1995	University of Bath, England, UK Major: Business Administration (MBA) Main courses includes: Strategic Alliance, Information System, Operations Management
1987 – 1990	Waseda University, Tokyo, Japan Major: Mechanical Engineering (BS) Main courses includes: Robotics, Computer Aided Design

WORK EXPERIENCE

2002- 2019 **Project Manager**

Japan Field Organization, XXXXXXXXXXXXXXX

Managed various local projects about customer satisfaction and productivity improvements for sales and call center teams as well as Japan representative for global projects.

2014- 2019 **Qualified Tax Accountant**

Accounting Staff, XXXXXXXXXXXXXXX

Work in a tax accounting company as the second job. Responsible for accounting and bookkeeping for some small businesses.

2001- 2002 Project Manager

Commercial Services, XXXXXXXXXXXXXXXX

Managed various worldwide projects concerned with system, business process and policy implementation for sales and support admin areas

1997- 2001 IT Engineer

IT, XXXXXXXXXXXXXXXX

Developed various local IT solutions to support Service business

1996 - 1997 Marketing Engineer

Computer Customer Support, XXXXXXXXXXXXXXXX

Worked as a marketing manager in the field support marketing organization.

1990 – 1994 Response Center Engineer

Computer Customer Support, XXXXXXXXXXXXXXXX

Worked as a computer engineer solving technical issue over the telephone.

Specialized in UNIX operating system and networking.

OTHER EXPERIENCE

20014-2019 **Qualified Tax Accountant**

Completed 5 subjects including Book Keeping, Financial Accounting, National Tax Collection Law, Consumption Tax (JCT) and Corporation Tax Law in 2014 and qualified as Tax Accountant.

2007-2010 **Six Sigma Black Belt / Green Belt Instructor / LEAN
Facilitator**

Certified Black Belt and completed two Black Belt projects for XXXXXXXX

Also work as certified Green Belt Instructor. Delivered three formal Green Belt training courses. Lean facilitator since 2009.

1995 (8 months) **Summer Student**

Computer Peripherals Division, Bristol (UK), XXXXXXXXXXXX

Worked as a business consultant in the R&D, production and quality assurance areas. Specialized in the strategic alliance with a Japanese partner.

Executed extensive research and developed a proposal as part of the MBA thesis.

OTHER SKILLS

Language Japanese: Mother tongue
 English: Business level with strong oral and written skills

Finance: Practical and theoretical knowledge as tax accountant

Statistics: Trainer level in statistical analysis

Business systems Oracle Business Intelligence: Trained as a developer
 Salesforce.com : Advanced User

Computer PC: Advanced user
 Excel: Advanced developer
 Database: System admin level in Oracle
 Programming: Advanced level in Web and Visual Basic

INTERESTS

Travel, Theater, Music (listening & playing), Walking, Reading