

Employment History

MBA Program in International Business Graduate School of Business Sciences, Humanities and Social Sciences	Name	TSUKUBA Hanako
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Complete clearly and correctly with period, name of organization, division, position and job detail.

If there is insufficient space on this form, make copies as necessary.

We only provide the form in PDF format. You may directly type in the relevant section and print it, or print and complete the form by hand.

Period of Employment		Employment Record & Job Summary
(From) YYYY.MM	(To) YYYY.MM	Name of Organization, Division, Position Job Summary (Describe your job detail)
2002.4	2007.3	ABC Trading Co., Ltd, Sales dept., Sales Assistant Food trading company ● Input sales slips ● Reception of orders / arrangement of orders
2007.4	2010.3	China Centre Ltd. (Shanghai), General Affairs dept., Leader Industrial zone management in Shanghai ● Customer service (HR support, External affairs) ● Translation / Interpretation (Chinese - Japanese)
2010.4	2010.8	Togu Factory Co.,Ltd., Tokyo Office, Chief Interior design company ● Prepare to establish Shanghai Office ● Support for design project in Shanghai
2010.8	2013.2	Togu Factory Co.,Ltd., Shanghai Office, Representative Interior design company ● Supplier and customer management in China, Hong Kong ● Management of Shanghai office
2013.4	present	Minato Japan Inc., Sales & Planning dept., Chief Catalogue manufacturer ● Concept planning and product development ● Supplier management in Japan and China