**○○○○　○○○**

〇-〇, Kasumigaseki 〇-chome, Chiyoda-ku, Tokyo 100-XXXX, JAPAN

Tel: (090)XXXX-XXXX E-mail: 〇〇〇〇〇\_〇〇〇@XXXX.com

**OBJECTIVE**

Seeking in the business development department. I've been budgeting, organizing, thinking about what services to offer, managing progress, planning new businesses, and leading them to success.

**SUMMARY**

・Launched new businesses overseas, developed new businesses, and been good at increasing sales.

・Good at analyzing and improving business processes by rationalizing and automating procedures.

・Have experience in leading M & A projects in other countries.

**EXPERIENCE**

20xx – Present　　**DEF CORPORATION**, Tokyo, Japan

*Director of Business Development*

・Leaded the business development team for ongoing acquisition projects including valuation and financial due diligence.

・Created a new business overseas.

・Supervised finance department of subsidiaries in the United States and prepared financial plans with their strategies.

20xx – 20xx 　　**ABC INTERNATIONAL INC.**, New York, NY, USA

*Director of Corporate Planning*

・Explored possibilities of business development in other countries and led M&A projects.

・Established a new market and achieved 60% increase in sales

・Communicated the financial conditions of the group companies in the US with outside parties, e.g. accounting firms and tax authorities.

・Supervised financial and accounting operations in accordance with US GAAP

20xx – 20xx 　　**ABC CORPORATION**, Tokyo, Japan

*Manager of Financial Planning and Business Development*

・Analyzed and improved business processes by streamlining and automating procedures.

・Successfully implemented a new financial and accounting information system.

・Assisted directors in sales planning, annual operating plan.

・Coordinated all financial activities with the internal and external auditors to improve the structures of business flow.

**CERTIFICATION**

・USCPA

**SKILLS**

・Over 18 years of extensive experience in business development department.

**EDUCATION**

**INTERNATIONAL BUSINESS SCHOOL**, New York, NY

**Master of Business Administration**, May 20xx

Concentration in Finance and Business strategy

・Dean’s Honor List

**UNIVERSITY OF KASUMIGASEKI**, Tokyo, Japan

**Bachelor of Arts in Economics**, March 20xx

**ADDITIONAL INFORMATION**

・Fluent in Japanese and English

・Proficient in Microsoft Office, especially Excel, Access

・Coached the baseball team of the University of Kasumigaseki.