**Hanako Manpower**

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**Objective**

To secure the position of Chief buyer at a garment manufacturer.

**Work Experience**

**Manpower Garment Inc. –** Tokyo, Japan　 *June 2009 – Present*

**Chief Buyer**

* Import fabrics and accessories from 10 companies particularly in Asian countries.
* Negotiate prices and payment terms.
* Launched the new kids’ clothing line and participated in the project from the planning stage in liaison with Taiwan companies, and achieved 132% of the sales target for the first year.
* Train and supervise 10 junior staff as the project leader.
* Increased net profit of the division by 168% on year-over-year basis, in 2010.

Travelling around South-East Asia, therefore not in employment　 *July 2008 – May 2009*

**PPP Fabric Company –** Tokyo, Japan *April 2005 - June 2008*

**Assistant Buyer**

* Performed data entry, set up new customer accounts and handled customer inquiries
* Answered incoming customer calls and assisted with their inquiries
* Performed a variety of administrative duties
* Cross-trained in customer relations, billing and new accounts
* Lead a new project to launch a new clothing line.

**Education**

Bachelor of Arts in Economics, Manpower University– Tokyo, Japan*March 2005*

**Skills/Certification**

* PC Skills: Skilled in MS Office applications such as Word・Excel・PowerPoint・Access
* Foreign Languages: English -TOEIC900(September 2016）, Chinese－conversational level

**Interests**

I teach five-a-side football to a group of seven – eleven year olds, which develops my communication skills in both explaining instructions to the children and in giving information to their parents.