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Nationality: Japanese

Date of Birth: October 3, 19××

Marital Status: Single

Takeuchi ●-●-● Higashicho, Kichijyoji,

Skype ID: . . . . .

Musashino, Tokyo 180-0002, Japan

Email: . . . . .

Mobile: +81 (0) 90-●●●●●-●●●●●

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### **OBJECTIVE**

To obtain a position at a leading global company in Southeast Asia where my English language skills and sales and marketing experience would be value.

### **SUMMARY OF QUALIFICATIONS**

- International and Cultural Studies
- 3 years of experience in researching and consulting sales and 2 years of marketing experience in the dental industry
- Strong knowledge of dental treatment
- Communicated with our overseas offices in US and Germany regarding buying and marketing issues in English
- Ability to plan and organize seminars

### **WORK EXPERIENCE**

●●●●● K. K.

April 2009 – November 2013

4F ●-●Azabudai Minato-ku, Tokyo 106-0041 Japan

Website URL:

N ●●●●●K. K. is a ¥ 680-million leading manufacturer and distributor of dental materials and equipment in Japan. 1927 to present

- A wide range of researching, Sales (Consulting • Expanding business opportunities ), Planned and organized events

### **SALES**

**ORTHODONTIC SALES/ Orthodontic sales department**

**KEY ACCOUNT SALES/Key account sales department**

<Wholesale of dental material and equipment>

Target	Wholesale dealers/ Dentists
Area of responsibilities	The suburb of Tokyo
Number of responsible facilities	Wholesale dealers:10 , Dental Offices: 300 including dental associations, dental universities and dentists' study groups within the area

**Researching**

<Researching about Customers>

- Tracked details of dormant customers among existing customers to pursue the cause
- Conducted research on customers' blogs, webpages, etc. to understand their values
- Evaluated potential customers by analyzing their purchase records
- Conducted in-house research on customers' networks to find new business chances

<Researching about the Industry>

- Learned and applied the newest knowledge acquired from professional dental magazines and dental newspapers
- Conducted research on competitors as well as market trends of the industries
- Acquired a wide range of dental knowledge by attending dental treatments and inquiring of dentist (about methods of dental treatment, trends, management policy, vision, etc.)

**Consulting Sales/ Expanded business opportunities**

- Listened to what the customer is saying to acknowledge the concern
- Paraphrased back to the customer to make sure I understood the situation
- Provided the right solution to customers
- Ability to give good product presentation and demonstration with dental models using PowerPoint
- Introduced samples and managed its progress to obtain accurate customer needs and to build strong relationships
- Maintained and established high levels of good customer satisfaction to communicate openly and listen

**Planning / Organizing events**

- Shared the aim of events (with dental wholesale dealers, dental association, dentist study groups, etc.)
- Scheduled and assigned work of events
- Managed and coordinated progress of events

- Set up and coordinated events
- Followed up the area of responsibility after events

**MARKEATING ASSISTANT / Digital Solution Business Unit**

**RESTORACTIVE PRODUCT ASSISTANT MARKETING/Chairside Business Unit**

## **Marketing**

### **Branding**

- Arranged sales promotion materials that had been given by the headquarters for Japanese market (using PowerPoint and PDF)
- Designed and created a catalogue for Japanese market by applying materials from headquarters
- Negotiated with our overseas offices in US, Germany, and suppliers in Israel regarding buying and marketing issues in English
- Translated English into Japanese regarding new products

### **Training co-workers /Customer Support**

- Trained and managed co-workers for learning technical skills
- Planned and organized workshops for sales staffs
- Handled all incoming calls to reply technical issues and queries raised from customers

## **EDUCATION BACKGROUND**

**Graduated from Japan College of Foreign Languages**

March 2009

Major; Total English Studies

Tokyo, Japan

## **SKILLS**

- Proficient in Microsoft Word, Excel and PowerPoint
- TOEIC: Score 820 (Sep, 2008)
- Driver's license

## **LANGUAGE SPOKEN**

### **JAPANESE**

Native Language

### **ENGLISH**

Second Language (Business Level, TOEIC 820)