

Sample Resume

名前、住所、電話番号、携帯、メールアドレス

Full Name

Home Address

Tel/Fax : (xx) xxxx xxxx Mobile : (xxx) xxxx xxxx E-mail: xxxxx@xxxxxx.co.jp

OBJECTIVE :

志望動機 (4-5行)

EXPERIENCE :

職務経歴 時系列 (最新から)

会社名が変更になっている場合は、旧社名も記載することでわかりやすくなるようであれば記載する。

From-Present

Company Name Homepage, Number of Employee, Number of offices

Title

Overall Purpose Hierarchically reporting to Managing Director and functionally reporting to Regional HR Director Providing HR business partnership to Regional HR Director (China), Managing Director (Japan), HQ HR Director (Europe) and regional/local business leaders, implement HR policies and procedures, plan and co-ordinate staff development and training and manage and enhance contractor for payroll process.

Main duties and responsibilities in the organization (entity, zone and group level)

- HR Compensation (Payroll & Statutory Report and Other Expenses)
 - Review and check data of payroll monthly for approval
 - Leave and attendance records (Implemented E-Time Management system in XXXX)
 - Lead the Payroll Project /automated payroll system with subcontractor
- HR Management
 - Establish and maintain HR Policies/procedures and maintain the Internal Rules and Employee Handbook
 - Recruitment and selection of talent
 - Compensation and benefits administration
 - Employee Relations including EPA
 - Employment contract and termination
 - Healthcare and Insurance
 - Conduct Orientation and Induction
 - Update and follow up of staff personal file (HR information System)
- HR Development
 - HR Training Needs analysis
 - Training and Development Plan
 - Maintain training records
 - HR statistics and dashboard
- HR Reporting / Others HR Initiatives
 - Special projects from regional or HQ (New system implementation)
 - Regulatory liaison and update (Annual HR meeting)
 - Monthly HR reporting (HR,HSE and others)
 - Lead overall HR Budget Process locally
 - Other HR related task and ad hoc project as assigned
- Administration
 - Proceed Work Permit and Visa for Expatriate, Non-Local in the Company
 - Work in tandem with other assigned functional department or individual on any project/s

タグ #

強みで何のジョブをしてきたかを並べる

日々の仕事を列挙ではない

assigned or whenever required

XXXX, 20XX - XXX 20XX **Company Name Homepage, Number of Employee, Number of offices**

Manager of Human Resources and Infrastructure Department

Overall Purpose Reporting to the Human Resources Director, XXXX, the HR and General Service Manager has overall accountability for all human resources and general services aspects within the Japan business unit, from staffing to learning and development, rotation, compensation and benefit, employee relations, include formulating and improving policies, managing daily HR and GS operations. Directly reporting Business Unit, Vice President, Communication, as a local communication manager organizing internal/external communications work properly.

Main duties and responsibilities in the organization (entity, zone and group level)

1. Staffing and employment management for all employment types:
 - Identify staff vacancies and recruit, interview and select applicants.
 - Allocate human resources including internship, ensuring appropriate matches between personnel.
 - Manage work contract
2. Learning and development:
 - Develop and execute training programs in line with the needs of the company and each function within Air Liquide and drive improvement processes based on the analysis of the training results.
 - Manage in administration/maintenance of professional and technical qualifications and licenses for organizational ability enhancement and Industrial Management System.
3. Organizational development:
 - Ensure HR and GS compliance with all applicable government laws and regulations and the company / group global policies.
 - Conduct training programs and support for organizational audits.
 - Manage in administration/maintenance of reward and recognition programs.
4. Compensation and benefit administration:
 - Manage in administration/implementation/maintenance of compensation, benefits and performance management systems
5. Head count and work structure management:
 - Maintains the work structure by updating job requirements and job descriptions for all positions.
 - Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
6. Employee relations / Labour Union
 - Handle complaints, resolve employee grievances, improve morale and solve problems
 - Deal with union representatives on issues of pay and working conditions, etc.
7. Health and safety:
 - Ensure that all safety legislation is adhered to and policies and practices are adopted.
 - Support and collaborate to implement, monitor and review the protective and preventative measures that the company is required or choose to follow.
8. Industrial Management System:
 - Provide necessary information and support for Industrial Management , ISO, Business Unit, and internal audit.
 - Assist establishing and maintaining Industrial Management system.
9. Project management:
 - Lead project along with other functions
10. Communications

11. Branding, Press release, Internal newsletter, implementation of group policy like crisis communication and media training

20XX-20XX **Company Name Homepage, Number of Employee, Number of offices**

Title

1. Controlling the Human Resources Management including Personnel management, staff recruitment, staff welfare fund, staff training budget control, and payroll.
2. Staffing and employment management for all employment types:
3. Identify staff vacancies and recruit, interview and select applicants.
4. Allocate human resources, ensuring appropriate matches between personnel.
5. Manage work contract.
6. Cover all the HR issues as an HR representative in the center
7. Plan and execute rotation and promotion/demotion based on the functional needs.
8. Develop and execute succession plans for the key positions.
9. Managing budget and accounting administration such as budget planning, budget control, accounting administration, auditing management, and tax administration
10. Supervising office administration: office fixed capital management, office consumable management, office maintenance of comfortable working environments, and security management
 - ✓ Voluntarily took the post for the position vacancy of Business Matching Department from June to October XXXX while supervising administrative works

どんな小さなことでもプロジェクトとして記載する

20XX- 20XX **Company Name Homepage, Number of Employee, Number of offices**

Title

1. Prepared and presented debit notes to branch offices (USA, Korea, and Taiwan)
2. Implementing a new financial and accounting information system
3. Coordinating all financial activities with external auditors for year-end closing
4. Computer accounting

どんな小さなことでもシステム導入についてはどの役割だったかも含めて記載

19XX-19XX **Company Name Homepage, Number of Employee, Number of offices**

Title

- Started to work at entry level (fresh graduates)
- Reported to Director of HR and Administration

EDUCATION

学歴 (最終学歴のみで良い)

XXXX University, XXXX, Japan

Bachelor of Science, XXXX, XXXX

Majored in Psychology

XXXX College, XXXX, Japan

Associates of Arts, March 1988

Majored in English Literature

追加情報：スキル、資格、その他特記事項 (インターン等)

ADDITIONAL INFORMATION

- Fluent in English
- Proficient in Microsoft Office (Excel, Word, and PowerPoint)
- Safety and Hygiene Management Qualification
- Worked as an intern in the United Nations, NY headquarters during the school holidays