

This document follows the Japanese *shokumu keirekisho* format — a free-form, self-authored career-history statement submitted alongside the standardised *rirekisho*. Unlike a Western résumé, entries run in chronological order (oldest first) and each employer is documented with a short company profile before duties and achievements are listed.

1. Career Summary

Shokumu Yōyaku

Eleven years of B2B sales and account-management experience across the IT-services and industrial-equipment sectors in the Kantō and Kansai regions. Progressed from routine sales support to leading a six-member regional team, with a consistent record of exceeding quota and retaining key accounts through long-term relationship management. Comfortable operating in both Japanese business customs (*keigo*, *meishi kōkan*, consensus-based *ringi* decision-making) and cross-border negotiations with overseas suppliers.

2. Work History

Shokumu Keireki

Synapse Solutions G.K.

2015.04 – 2019.03 (3 yrs 11 mos)

Business: industrial automation equipment sales | Capital: ¥68 million | Employees: approx. 210 | Osaka, Kansai region

Position: Sales Representative, Kansai Sales Division (*seishain* — full-time regular employee)

- ▶ Handled outbound and inbound sales for factory-automation components to manufacturing clients across Osaka and Hyōgo prefectures, managing a portfolio of 45 accounts.
- ▶ Prepared quotations, delivery schedules and after-sales follow-up in coordination with the production planning department.
- ▶ Achieved 112% of individual sales quota in FY2017 and FY2018, the top result among eight division representatives in FY2018.
- ▶ Introduced a shared client-visit log that cut duplicate visits between teammates by roughly a third.

Reason for leaving: relocated to Tokyo for career advancement (my own reasons / *ichishinjō no tsugō ni yori*).

Nexa Corporation Japan K.K.

2019.04 – present (7 yrs 4 mos)

Business: enterprise IT and marketing-automation solutions | Capital: ¥480 million | Employees: approx. 1,350 | TSE Prime Market listed | Tokyo Head Office

Position: Senior Sales Associate → Sales Team Leader (promoted 2022.04) (*seishain*)

- ▶ 2019.04 – 2022.03, Senior Sales Associate: managed enterprise accounts in the logistics and retail verticals; grew assigned account revenue by 32% over three fiscal years.
- ▶ 2022.04 – present, Sales Team Leader: lead a six-member team covering the Kantō region; set quarterly targets, run weekly *hōrenso* reporting cadence, and mentor two new graduates hired in 2023 and 2024.
- ▶ Closed the company's second-largest single contract of FY2023 (¥96 million, three-year managed-services agreement) with a national retail chain.
- ▶ Reduced average quote-to-contract turnaround from 18 to 11 business days by restructuring the internal approval (*ringi*) routing.
- ▶ Team achieved 121% of combined quota in FY2024 and was recognised with the division's internal "Best Team" award.

3. Applicable Experience, Knowledge & Skills

Ikaseru Keiken, Chishiki, Gijutsu

Sales & Accounts	Enterprise B2B sales, key-account management, quotation and contract negotiation, <i>ringi</i> approval routing, CRM pipeline management (Salesforce).
Office & Reporting	MS Excel (pivot tables, VLOOKUP, macro-assisted reporting), MS Word, MS PowerPoint for client proposals, <i>hōrenso</i> (report-contact-consult) reporting discipline.
Language	Japanese: native. English: business level, TOEIC 855. Comfortable leading negotiations with overseas suppliers in English.
Business Etiquette	Formal <i>keigo</i> correspondence, <i>meishi kōkan</i> (business-card exchange) protocol, seating and visitor etiquette for client meetings.

4. Qualifications & Licences

Shikaku, Menkyo

2014.02	Ordinary Motor Vehicle Licence, First Class (<i>futsū jidōsha dai-issu menkyo</i>)
2015.06	Nisshō Bookkeeping Test (<i>boki</i>), Level 2, Tokyo Chamber of Commerce and Industry
2021.11	TOEIC Listening & Reading, Score 855
2023.09	Salesforce Certified Sales Representative

5. Self PR

Jiko PR

My strength is turning individual account wins into repeatable process: the client-visit log I built at Synapse and the approval-routing change I led at Nexa both came from the same habit of writing down what slowed a deal and removing it. As team leader I try to protect that habit in the people I mentor rather than solving every bottleneck myself, which is why two of the representatives I trained now carry account loads close to my own. I would like to bring the same combination of steady account management and process discipline to a larger, cross-border sales organisation.

Prepared in accordance with standard *shokumu keirekisho* conventions — *ijō* (end of document)