

Emi

M A K I

OFFICE  
ADMINISTRATOR



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Portfolio

<https://www.japanhomes.co.nz/>

## PERSONAL PROFILE

I'm an office administrator at JPH Group. I've been working in various of industries such as Corporate Banking, International Airline, Construction and Property Management for over 15years.

## ACADEMIC BACKGROUND

KEIO University, Tokyo JAPAN

BA in LAW 1996-2000

I majored in law while proactively enjoying the cheerleading and was the Head of the Cheerleading team of Tokyo 6 Universities.

VICTORIA University, Wellington NZ

PGD in Financial Analysis

I studied financial analysis to strengthen my knowledge which I can apply to my experience.

## WORK EXPERIENCE

- *Office Administrator*

**2000-2001 Bank of Tokyo Mitsubishi**

I performed in the group's International Currency Department and dealt with many transactions from oversea clients.

- *Flight Attendant*

**2002-2011 All Nippon Airways (ANA)**

I flew all over the world from Asia-Europe-US and specialized in the VIP customer services.

- *Office Administrator*

**2011-2012 MIZUHO Corporate Bank**

- *Office Administrator*

**2019-PRESENT JPH Group**

I am working as an office admin to look after the HR, Accounts, Legal matters in the group.

## Achievements

Customer Service Award- ANA  
In-flight announcement Award-ANA

Overseas branch relationship establishment event - Bank of Tokyo Mitsubishi  
World financial Director event - Bank of Tokyo Mitsubishi

## Skill Highlights

Establishing customer relations

Legal matters- Agreements review/Drafting Contract/ Dispute/  
Tribunal /New company setup

Account- Xero/ Invoicing/ Quoting/ GST return/ Income tax return/  
New company set up

HR- New staff training

Property Management- Property Tree software

Research-Acquire the latest information and share

Team management-Manage the team of back office  
Multi task- Manage office works for multi companies (JPH group)

