

Rina Furihata

Address: [REDACTED] 0, Australia

Email: [REDACTED]@l.com

Tel: [REDACTED] 23

VISA EXPIRED Dec 2023 (working holiday visa)

PROFESSIONAL PROFILE

self-managed and result-driven individual with 10 years' experience in administration, professional computer skills, and customer service. High communication skills that achieved 30% increased customer satisfaction. I have a team-spirited attitude that promotes confidence, and trust and builds cohesiveness while a good rapport with people of diverse backgrounds.

WORK EXPERIENCE

Sep 2019 – present

[REDACTED] goya

Community Associate

- Managing customer contracts and payments
- Preparing customer meeting rooms and long-term office
- Processing and resulting IT issues by contacting IT team
- Training new staff and managing follow-up process

Nov 2018 - Jan 2020

[REDACTED] goya

Sales Consultant

- Managing and selling more than 30 foreign currency
- Currency ordering and managing stocks
- Dealing with phone and internet queries relating to customer orders, products, and deliveries
- Preparing various reports for headquarters

EDUCATION

Jan 2016 - Jun 2016

[REDACTED] College Auckland (graduated Upper Intermediate level)

Apr 2009 - Mar 2011

[REDACTED] School, Aichi (Commercial course)

QUALIFICATIONS / SKILLS

Fluent in both Japanese and English

Driving License

TOEIC 760 (2020)

RSA certificate

Word / Excel / PowerPoint (professional level)