

# Education and Employment History

Jun 11, 2019

## Job career

April, 2016~now	ATM Japan Ltd. Social insurance administrator (Full-Time)
Major Businesses: Call centre, ATM Outsourcing Services Revenue (FY 2017): 29,7 Billion      Number of employees: 1984 (Jan. 2018)	
<ul style="list-style-type: none"><li>* Management of payroll data and year-end adjustment work;</li><li>* Management of various work related to social insurance / labor insurance;</li><li>* Proposal and implementation of process improvements for some enterprises;</li><li>* Personnel arrangement, arrangement of various documents;</li></ul> <p>* Proposed to unify all management register files, so as to make it easier to find personnel-related data and contributed to improving business collaboration of labor team;</p> <p>* Proposed related procedures for social insurance and digitization of some enterprise' entry procedures (now in active use; received positive reviews);</p>	
July, 2011~January, 2013	Hui Tian Tong Co., Ltd. (Part-Time)
Technical interpreter : in Guangzhou Toyota Motor Co, Ltd. , Sankyu Inc., JATCO Ltd etc	

## Technical skills, Experience

- Bill issue
- Company Communication Event
- The Know-How of Social insurance
- Have experience in participating in global projects
- Microsoft Office Suite (Excel, Word, PowerPoint)
- HTML / CSS

## Qualifications

January, 2019	TOEIC (Listening & Reading) 685 pt
August, 2018	License examination for category-2 health officer
February, 2013	Japanese Language Proficiency Test N1

## Languages

Chinese	native
Japanese	business
Cantonese	business
English	business