

# Mai Saito

m.saito0201@gmail.com  
mobile:07595889052

## Qualifications

**3 years of experience in administrative work, and a high level of organisational skills, specialising in:**

- Communication in Japanese (native speaker)
- Communication in English (business level : TOEIC score 865)
- Ability to work independently and within a team environment
- Multi-tasking skill
- Attention to detail
- Negotiation skills
- Computer skills (MS Office, etc)

## Work Experience

### **PESCA RICH Europe Ltd.**

LONDON/UK

#### **Logistics Officer/Sales Administrator (JUL 2018-present)**

- Delivery arrangements
- Purchase orders and invoices
- Inventory management
- Monthly sales report

### **Japan Sea National Fisheries Research Institute**

NIIGATA/JAPAN

(Japan Fisheries Research and Education Agency /FRA)

#### **Administration Subsection / Management Division / Staff (APR 2017-JUN 2018)**

- Coordinated monthly payroll
- Handled and organised various administrative work
- In charge of general affairs and personnel affairs
- In charge of all employees' social and labor insurance

#### **Purchasing Subsection / Management Division / Staff (APR 2015-MAR 2017)**

- Acquisition and procurement (for scientific research)
- Organised competitive biddings
- Negotiated contracts with suppliers and subcontractors
- Facility management, including a research vessel

## Education

Bachelor of Business, Osaka City University, OSAKA/JAPAN (APR 2010-MAR 2015)

Business English course, Ability English, SYDNEY/AUSTRALIA (MAY 2013-SEP 2013)

English Language Program, Griffith English Language Institute,  
GOLD COAST/AUSTRALIA(SEP 2012-APR2013)

Hokkaido Sapporo Asahigaoka High School, SAPPORO/JAPAN (APR 2007-MAR 2010)

## References

Available upon request