**Mayuko Horiguchi**

Present address: 4-29-21-406 Eifuku, Suginami-ku, Tokyo 168-0064

Mobile: 090-9970-4412

Education: BA in Philosophy, Sophia University in 1991

**Work Experience**

July 2004 to present:

HSBC Securities (Japan) Limited, Tokyo Branch

(PA for 5 years to foreign executives: 2 years to Malaysian and 3 years to English, 5 years to Japanese executive)

Personal Assistant to Chief Executive Officer who heads Global Markets Division and COO, Global Markets.

Performing various professional and management support responsibilities that are highly delicate and private.

As well as the role of PA, since 2008, I have also been responsible to perform for organizing the administrative activities for Global Markets Front Office (approx. 50 staff members from Fixed Income and Treasury Department) as the whole. The responsibility used to be shared by 3 temp assistants in the past.

I am with blackberry (a device which enables me to access to group email system) and work 24 hours, 365 days)

* Adjusting and control CEO and COO’s daily schedule.
* Arrangements of internal/external meetings.
* Global audio/telephone conference setting up via group call-bridge.
* Arrangements of client entertainments, including table reservation, preparation of invitation letters and thank you letters.
* Arrangements of congrats/condolence flowers under CEO’s name upon necessity.
* Check and ensure whether the planned client entertainments related events are under regulation or not and obtain pre-approval from CFO.
* Preparation of escalation matrix for front office sales heads and traders.
* Making announcement via email about the change of signing authority on the occasion of CEO’s absence to relevant departments and change signing routes via internal IT system.
* Domestic/Overseas business trip arrangements for CEO and for staff members of Global Markets Front office including ticket bookings, hotel bookings via travel agent and preparation of detailed itinerary.
* Maintaining business trip records and vouchers.
* Preparation of travel/meeting schedule for visitors from overseas.
* Preparation of visa related documents for visitors from overseas when needed.
* Preparation of various kind of expense reports.
* Planning and managing preparations for professional events and conventions, like arrangements of economist seminars for clients. (Uploading the presentation material on the screen, preparation of hard copies of the presentations for customers, ordering lunch boxes for customers and the economists, desk layouts and receiving customers at the reception desk, etc.)
* Receiving and testing visitors and inbound calls, determining the priority issues, and providing aware messages to the professional or manager accordingly.
* Researching, producing, gathering, and planning delicate and private records, and briefing the professional or manager regarding content. (Maintenance of organization chart, Business Contingency Plans, Call Trees on a regular basis, etc.)
* Escort candidates for interviews.
* Fire marshal.
* Gathering comments from staff members on physical working environment and raise the issue, if any, to the corporate real estate division as a member of Health Committee.
* Coordinating floor desk/PC layout change when necessary.
* Check and update ‘Personal Data Management Check-Sheet’ centralized by compliance department on a regular basis.

May 1999 to June 2004:

Nikko Salomon Smith Barney (Japan)

Investment Banking Division

Executive Secretary to Managing Director, Head of Energy and Utility Department

* Personal Assistant to a Managing Director (American) and his team members.
* Management of Managing Director’s daily schedule.
* Support personal area of the Managing Director including his family. i.e. School events, air ticket arrangements for his family travel, medical insurance related issues, translation of his emails to Japanese to be sent to Japanese clients/team members, etc.)
* Arrangements of client entertainments, including table reservation, preparation of invitation letters and thank you letters.
* Arrangements of client visit. (Make phone calls/send emails to clients on MD’s behalf to ask for or to confirm meeting appointments)
* Domestic/Overseas business trip arrangements for MD and team members, including ticket bookings, hotel bookings via travel agent and preparation of detailed itinerary.
* Maintaining business trip records and vouchers.
* Preparation of travel/meeting schedule for visitors from overseas.
* Preparation of pitch books by using Power Point.

May 1994 to April 1999:

Nissho Iwai Corporation (Sojitsu Corporation)

Executive Secretary to Managing Director, Head of Power Project Department

* Personal Assistant to a Managing Director and the department (20 staff members)
* Check and control MD’s daily schedule.
* Internal/External meeting set up.
* Arrangements of client entertainments.
* Greeting visitors.
* Preparation of monthly reports by consolidating data from each team.
* Bidding documents preparation assistance when requested by team members.
* Overseas/domestic business travel arrangements.
* Preparation of expense reports.

April 1991 to March 1994:

Asahi Chemical Industry Co., Limited. (Asahi Kasei Corporation)

Executive Secretary to Senior Managing Director

Group Assistant to International Division

* Check and control SMD’s daily schedule to be shared with other executive assistants.
* Internal/external meeting set up.
* Car-arrangements for commuting.
* Preparation of entertainments invitation/thank you letters on SMD’s behalf.
* Arrangements of congrats/condolence flowers under SMD’s name upon necessity.
* Overseas/domestic travel arrangements.
* Preparation of expense reports.
* Ordering office supplies.
* Tea serving for SMD and staff members in the division.

As of March, 2014