**TSUBOUCHI, NAOTO**

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**CAREER OBJECTIVE:**

To pursue a challenging finance-related/sales/administrative career where I can utilize and enhance technical, quantitative and analytical skills in order to contribute significantly to the organization.

**EDUCATION**

1992-1996 SENSHU UNIVERSITY

Tokyo, Japan

Bachelor of Science major in Commerce

1989-1992 NANAO COMMERCIAL HIGH SCHOOOL

Ishikawa, Japan

**WORK EXPERIENCE**

**February 2012 – January 2015**

**Deutsche Knowledge Services-Derivatives Settlement**

**Senior Operations Analyst**

* Performed daily funding reconciliation and pre-trade and post-trade settlement processes.
* Coordinated with internal (Tokyo Settlements Team) and external business partners.
* Maintained adequate documentation of processes, procedures and internal controls.
* Handled settlement client`s ad-hoc queries and reconciliation issues.
* Complied with global financial regulations for processing settlement tasks.

**July 2011 – January 2012**

**EIKAIWA, Inc.**

**Japanese Consultant**

* Provided assistance in system updates and company website maintenance.
* Provided support to Japanese students’ concerns regarding scheduling and queries related to Skype.
* Served as a liaison between Filipino English consultants and Japanese students in promoting structured online English classes.
* Conducted initial and final interviews to Filipino English consultants.

**March 2003 – June 2006**

**NOTO KYOEI CREDIT BANK**

**Loans and Credit Officer**

* Analyzed commercial and residential real estate loans.
* Established referral network through an excellent customer and broker-dealer relationship.
* Produced loan documentation process from conception to completion by taking loan applications, reviewing credit histories and acquiring tax and banking documents.
* Coordinated with loan specialists and underwriters to match applicants with optimal financing products.

**April 1996 – March 2003**

**ISHIKAWA BANK**

**Public Relations Officer**

* Promoted various bank products and services.
* Handled queries and issues related to different bank products and services.
* Developed good sales and marketing skills which led to innovative ideas attractive for clients.
* Participated in planning promotional strategies thereby increasing the number of small and medium size enterprises potential clients.

**AWARDS**

Team of the Month

Derivative Settlements Team – Japan Market

August 2012

Spot Award

September 2012

Team of the Year

2012

Derivative Settlements Team - Japan Market

* Successfully implemented automated system to process pre-confirmation email for priority clients.

Spot Award

October 2013

**SEMINARS / TRAININGS / CERTIFICATES**

* Certificate Examination for Banking

Association of Banking Business Proficiency

* Certificate Examination or Insurance Brokers and Trust and Investment

Association of Insurance Companies

* Certificate Examination on Bookkeeping

Japan Chamber of Commerce

* Operational Training

Shanghai, China

* Theoretical and Technical Financial Planner Examination

Ishikawa, Japan

September 2005

**OTHER DATA**

I am proficient in Japanese and English. I am skilled in MS Office applications. I can also conduct business presentations**.**