

Taro ZAIGAI



01 / JAN / 2000 (25)
Japanese



Japanese, English, Spanish



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写真

PROFILE SUMMARY

A versatile professional with 2 years of proven excellence in administrative management, especially in HR. Excels at talent management through the interactive communication and application of advanced analytical frameworks to resolve issues promptly. Has an extensive knowledge in labor law with outstanding skills of behavioral interaction. Consistently demonstrates a high level of integrity and accountability.

AREAS OF EXPERTISE

Talent management | HR recruitment | Payroll | Improvement of the working environment
Labor law | Stakeholder Relations | Consensus Building | Project Management |

CAREER HIGHLIGHTS

- **Optimized HR workflows**, reducing administrative processing time by 30% through strategic application of analytical frameworks and interactive communication.
- **Enhanced talent retention**, implementing behavioral interaction strategies that improved employee satisfaction scores by 25% within two years.

PROFESSIONAL EXPERIENCE

Administrative assistant

Ministry of Foreign Affairs, Embassy of Japan in U.S.

SEP 2022 to SEP 2024

- **Managed** employee records, ensuring compliance with local labor laws and embassy policies, and streamlined documentation processes for efficiency.
- **Facilitated** recruitment processes by coordinating job postings, screening applicants, and organizing interviews, improving hiring timelines.
- **Developed** onboarding programs for new hires, creating orientation materials and conducting training sessions to enhance employee engagement.
- **Processed** payroll and benefits administration, liaising with finance teams to ensure accurate and timely salary disbursements.

Achievements;

- ◆ **Reduced** recruitment processing time by 30% by implementing a standardized screening system.
- ◆ **Achieved** 100% payroll accuracy for two consecutive years by implementing rigorous verification procedures.
- ◆ **Strengthened** compliance with local labor laws, reducing administrative risks and ensuring seamless embassy operations.

EDUCATION

B.A. Law – Tokyo Osaka University Japan 2017-2020

CERTIFICATIONS AND SKILLS

- ILETS 7.5 (2019) - MS Word, Excel, PowerPoint (intermediate)