

## ***KAORI NOJIRI***

Rue du Petit-Saint-Jean 5, 1003 Lausanne  
Phone: +41 (0)79 949 58 79  
E-mail: k.nojiri@hotmail.com

### **EXPERIENCE:**

6/10-Present

**MONSANTO INTERNATIONAL SARL**, Morges, Switzerland

**Treasury Analyst**, In-House Bank

- Develop and implement cash pooling structures in Europe, Asia, and Latin America, performing feasibility study, coordinating legal and tax review, completing documentation required, and arranging technical set-up working with external banks and SAP support team;
- Coordinate inter-company funding, reviewing inter-company loan facility limits, requesting new facility lines to the appropriate management, and having inter-company loan agreements in place;
- Execute cash transfers for short-term funding to the entities, capitalization, inter-company loans, and payments on behalf of the entities;
- Participate in enhancement activities to improve the In-House Bank operation through process automation in SAP and report activities in Process Improvement Teams (PIT) regular calls as Treasury PIT Lead;
- Review internal controls and control activities in the In-House Bank operation in compliance with Sarbanes-Oxley Act (SOX) on a regular basis, document control activities, propose and implement new processes and activities according to changes with the In-House Bank operation;
- Act as main contact of internal auditors for annual SOX compliance audits, providing requested samples, participating in audit interviews as well as interim and final meetings, and reporting the status of remediation plans;
- Update In-House Bank policy and operation manual and SAP-Corporate Finance Management (CFM) user manual;
- Respond to inquiries and requests from the entities and accounting team for their financial, tax, and compliance audits;
- Maintain In-House Bank accounts of the entities, administrating inter-company netting, processing inter-company payments and manual booking entries, checking the balances on a daily basis, and responding to inquiries from the accounting team and entities;
- Participate in transfer-pricing study in relation to profitability of In-House Bank, working with internal tax specialists and external advisors.

1/08-5/10

**SUNSTAR SUISSE SA**, Etoy, Switzerland

**Financial Analyst**, Finance and Administration Department

- Cash Management:
  - Prepared annual cash forecast and treasury plans, collecting and analyzing relevant information such as business plan and budget, investment plan, and historical data, and updated them on a quarterly basis;
  - Monitored cash movement of the company and reported actual cash flows to Finance Management as well as modified cash forecast on a monthly basis;
  - Coordinated monthly inter-company settlements with the entities of Sunstar Group by collecting monthly cash reports from the entities in Europe and verifying their inter-company balance.
- Account Receivable and Payable Management:
  - Prepared the company's account receivables aging report for the sales staff of distributors business;
  - Reviewed the company's account payables and supervised payment activities.
- Management Service Fees:
  - Ensured to collect fees from the entities according to the budget by issuing invoices promptly and monitoring relevant costs for their proper allocation.

- 7/04-1/08      **Internal Auditor**, Audit Group
- Planned, reviewed, and revised annual internal audit programs, assisting Head of Audit Group and Global Audit Committee (GAC) Chairperson;
  - Performed internal audits in the European and North American entities, including General Review Audits in the European entities; Procedure Audit in the Swiss Headquarters, and Finance and Administration Audits in the North American subsidiaries;
  - Reported audit findings in GAC meetings, communicated recommendation from GAC to the audited units, and monitored and reported its implementation;
  - Performed various tasks as Secretariat of GAC, coordinating GAC meetings, preparing the agenda, taking and distributing the minutes of the meetings, assisting the members and advisors in their communication, etc.
- 2/04 – 7/04      **SUNSTAR, INC.**, Takatsuki, Osaka, Japan  
**Internal Audit Assistant**, Audit Group
- Supported Head of Audit Group and GAC Chairperson in starting global internal audit programs for the group;
  - Completed internal audit policy, procedures, manual and check-list, working with the Audit Group members;
  - Assisted in coordination and preparation for GAC meetings.
- 5/96 – 8/01      **SUMITOMO MITSUI BANKING CORPORATION (SMBC)**, New York, New York, USA  
**Administrative Assistant**, Planning Department, Americas Division
- Administrated the Bank's grant making program, SMBC Global Foundation, planning the annual grant making activities to support local education and controlling the budget;
  - Provided administrative support to General Manager as well as the staff in the Department.
- 5/95 – 4/96      **THE DAIWA BANK, LIMITED**, New York, New York, USA  
**Administrative Assistant**, US Planning Department
- Provided administrative support to six officers in the Department.

**EDUCATION:**

**NEW YORK UNIVERSITY**, New York, New York, USA  
Robert F. Wagner Graduate School of Public Service  
Master of Public Administration: Public and Nonprofit Management and Policy,  
May 2003  
Specialization: Financial Management and Public Finance

**CONCORDIA COLLEGE**, Bronxville, New York, USA  
Bachelor of Arts: English, December 1994

**PROFESSIONAL SKILLS:**

- Proficiency in Microsoft Office (Word, Excel, PowerPoint), SAP-CFM, BILAN
- Languages:
  - Japanese: Mother-tongue
  - English: Fluent oral and written (working language for 21 years)
  - French: Intermediate

**ADDITIONAL:**

- Nationality: Japanese
- Swiss Residence Status: C-Permit
- Date of Birth: August 17, 1971