

SAITHONG THIPMOON

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Muang Pathutani 12000
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PERSONAL DATA

Nation : Thai
Height : 157cm
Weight : 60kgs.
Birth day : October 27, 1976

EDUCATE

2003-2005 : Yuga Grooming School
Intermediate Level (Graduated with 1st class honors and Award of best effort)
1999-2001 : Okinawa International University (Okinawa province Japan)
Bachelor of Art, International Student Course
1995-1998 : Yonok College (Current is Nation University)
Faculty of Art communication major. GPAX : 3.68 (Graduated with 1st class honors)

EXPERIENCE

TOSTEM THAI CO.,LTD – Sales Division Interpreter

Mar 2020 to present – OEM Sales Division, JP and TH Interpreter

- Interpreter and Translate, support and interpret other section.
- Corporate Japan project with LIXIL Sales headquarters. Management production and export plan. Corporate to production line members and related section.
- Leader of Kaizen's activity as increase productivity and do cost down. Kaizen with customer as improvement the packing and loading efficiency, Packing material less, Package reuse. The effect cost down has been continuing. Effect amount is around 1.5MB/Month.

Feb 2013 to 2020 – Managing Director's secretary and interpreter

- Management Managing Director and Factory Manager's schedule. Set an appointment and meeting with related to both of them.
- To interpret event as Policy, Safety patrol, Environment patrol, ISO audit, Kaizen award, etc.
- Management and welcome to VIP guest from Head office. And responds factory visitors.
- Coach a basic skill of translate and knowledge of factory process to all of interpreters.
- Management and Leader of translate document of Safety guild book.

May 2008 to Jan 2013 – Service more and more Co.,Ltd. JP-TH Freelance interpreter

- Translate and interpreted for each section in TOSTEM.
- Hold the Sash and Door for Baan Lea Suan's project (house decorate magazine)
- To interpreted the requested job.

COMPUTER SKILL AND LANGUAGES

Language:

- Certificated of the Japanese Language Proficiency Test (JLPT) Level N1 (Passed in Dec,2014)

Score :

Vocabulary/Grammar	43/60	(A)
Reading	25/60	(A)
Listening	51/60	
Total	119/180	

- Certificated of Test of English for International Communication (TOEIC) (Test Date : January 25, 2014)

Score :

Reading	180
Listening	275
Total	455
Writing	Good
Specking	Communication level

Computer :

- Microsoft office (Microsoft word, Excel ,Powerpoint, Outlook)
- Google sheet, Docs, Slides
- Driver license (car and motorcycle)

PERSONALITIES

Enthusiastic to learn and have service mind. Willing to take on new challenges and do work well with other.