

PANITPORN KONGUMPAISUB

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Summary

I am looking for Freelance Translator, Freelance Proofreader, Freelance Editor, Copy Writer work. I am a keen and punctual with all works. I work with the most concise and keep all the localization being natural.

Work Experiences

K A S Smart Ltd., Part – Bangbon, Bangkok

Position: Assistant MD – Aug 2012 – Nov 2021

Responsibilities:

- Reporting directly to MD of daily order and delivering products.
- Preparing employees' payroll and social security.
- Preparing monthly accounting summary.

Masterpiece Media and Travel Co., Ltd. – Sapansoong, Bangkok

Position: Media and Marketing Executive – March 2010 – June 2012

Responsibilities:

- Contacting and opening new accounts to publish the advertising in magazine.
- Taking care of the artworks to be as the customers' direction.

Lucky Union Foods Co., Ltd. – Samutsakorn Industrial Estate, Samutsakorn

Position: Export Marketing Executive – June 2007 – February 2010

Responsibilities:

- Responsible for the main market in Italy.
- Offering prices and negotiation the selling prices and process with the customers.
- Preparing samples and new products to the customers as their requirements.
- Solving problems and after sale progress as well as the customers' complaints.
- Cooperating with R&D department in developing new products as the customers' request.
- Entertaining the customers whom visit our company and show them

Skills

- Resolving discrepancies
- Case management
- Meeting logs management
- Being an assistant for foreigners who want to connect with Thai suppliers.

Languages

- Thai (Native)
- English (Excellent)
- Mandarin (Fair)

Courses and Training

- Using IQ and EQ for carrier success.
- English conversation club – EF/ English First.
- English writing course – Khru Pam.
- Security Staff training.
- Cost accounting training.
- Inco-term for export purposes

Educational Background

University of the Thai Chamber of Commerce (UTCC)

Master of Business and Administration (MBA) – January 2006 Complete with thesis-
title “Effect of Advertising to Decision Making: A Case Study of Enrolling MBA
Program in Thai Private Universities”

University of the Thai Chamber of Commerce (UTCC)

Bachelor Degree of Arts (BA) in English – October 1999 Complete in 3.5 years period.

Translation Experience

- Translated pocket book: Hard Optimism on behalf of author.
- Co-translated a text book Strategic Management on behalf of author.
- Translated for toys instruction project.
- Translated for HITACHI handout to support a government presentation project.
- Proof read for PTSGI under 2 year periods.
- Translate web novel with Digital Trans and being the editor of the project.
- Translate legal documents, educational record, and other government related documents as clients requested.
- Transcribe the documentary about Tsunami from Thai to English.
- Transcribe the script Tik-Tok Unboxed from English-Thai.
- Copy write for the web content of cannabis.
- SEO writing for restaurant review, gaming, food recipe, beauty, etc.