

Miss Sasisurat Sukniran



Personal Information

Address : 95/313 Villagio KohReian, T.KohReian PhanakornSriAyuthaya 13000
Phone : 083-709-9256 E-mail : solar_ll@hotmail.com
Birthday : 04/04/1986 Age: 34 Nationality: Thai Race: Thai Religion: Buddhism
Sex: Female Marital Status: Single Height: 165 cm Weight : 60 kg
Date of Availability : Immediate
Expected Salary : N/A Bath

**Position Required : Japanese Translator (Office), Japanese Co-ordinate ,
Sales & Marketing (Japanese), Production Control & Material Planning
(Japanese)**

Education Background

Period : March 2017 – March 2018

- Graduated from Tokyo International Exchange College in Japan

Period : 2004-2008

- Graduated from Rajamangala University of Technology Krungthep
Bachelor Degree of Liberal Arts Major in Japanese, Minor : English GPA: 3.07

Period : 1998-2004

- Suankularb Wittayalai Nontaburi , Art-English GPA: 3.02

Working Experience

Period : Aug 2019 - Present

Employer : Yufugosei (Thailand) Co., Ltd.

Business : Automotive, Electronic Part

Position : Interpreter Officer

- To translate in morning meeting
- To translate in production meeting
- To translate in new model meeting
- To translate in office accounting, BOI, HR, Import-Export , purchase

- To translate for giving and taking e-mail from Japanese to Thai or , English
- To translate communicate and coordinate with all departments.
- To Coordinate to import and export job and coordinate with customs department Ministry of Commerce Office of the Board of Investment Office of Industrial Standards, etc. Prepare product checks to receive billing. Inquire about information by yourself. Internal validation And external documents Must have knowledge about BOI benefits and privileges regarding free trade areas. Control all necessary documents such as
 - PL, Packing List
 - CI, Commercial invoice
 - AWB, Airway Bill
 - Export / Import entry
 - Marine/Air Insurance
 - CO, Certificate of Origin
 - Other conduct by assigned by MD

Period : January 2019 - Aug 2019

Employer : KT PRODUCT CO., LTD

Business : Auto parts

Position : Assistant Manager

- To communicate and co-ordinate between with Japanese boss and Thai staff
- To Translate in production Meeting
- To Received order from customer and inform order to our section.
- To issue PO to our Supplier, Issue Invoice, Billing Slip, Receipt document for our customer, Prepare documents for delivery
- To translate Japanese language to Thai language between Japanese Boss with Thai staff
- Other conduct by assigned by Japanese boss

Period : November 2009 –March 2017

Employer : Mikuni Thailand Co., LTD.

Business : Carburetor of Motorcycle ,Auto part

Position : Senior Officer Japanese Co-ordinator in Production Planning & Control

Division

- To translate in technical function document of engineering change notice
(Japanese – Thai)
- To translate in Production control section assign by GM
- To issue bill of materials (BOM) master structure part input in system
Arrangement production process and component part for production
manufacturing
- To create master,production process ,Outsourcing process for new model in
system.
- To planning of production schedule weekly for support customer order.
- Reports daily production Planning activities through Sales Automation

system.

- Keeps abreast of industry, customer and competitor forces and how they will
impact both short and long term business goals.

- Thoroughly understands the dynamics within the territory and draws upon
this knowledge to develop a comprehensive territory plan to pull-through initiatives
to most effectively impact the business.

- Communicate and coordinate with internal departments.
- Follow up on customer order interactions.
- Issue and follow work order, shop Order daily
- Planning material about ETA, ETD of CKD Part (Japan kit part)
- Issue PR and covert to PO for purchase part in ERP, MRP system.
- Management timetable for oversea part.
- To create shop order for control internal process.
- To management in ERP, MRP system.
- Inventory control stock
- Knowledge of ISO 14001, TS 16948
- We has been training systems for JDE Edward in japan(Head company) from

July- August 2016 for drive ERP ,MRP system.

- Good at multitasking.
- Other conduct by assigned by boss.

Period : March 2008-October 2009

Employer : Porite Industrial (Thailand) Co.,Ltd. Business : Powder Metallurgy

Position : Japanese Interpreter of Quality Control ,Document Control Division

- To Translating in document of sintering Furnace Manual , Press M/C 2 TON , Reverse type Manual , WI, Washing Machine
- To Translating document TH•JP ,JP•TH
- other duty that assigned by Japanese boss Document Control Division
- Report the result to top management every 3 month by ISO 9001:2008,ISO 14001:2004
- Control other document concern to ISO 9001:2008

Period : December 2007

Co-ordinator, 120 Annivesary of Japan-Thailand Diplomatic Relation 2007 (part-time job)

Abilities : Skillfull in Microsoft Office Ex. Microsoft word ,Microsoft excel ,Power point

Japanese Program, English Program

: Taken of JLPT Level 3

Japanese : Speaking Good ,Reading Good, Writing Good

English : Speaking Good, Reading Good, Writing Good

Training Record

Apply the system ISO9001:2008 for Implement. Skill

Training for ERP systems in Japan Shizuoka by Mikuni Corporation.

Hobbies and Interests

I enjoy traveling, music. I play the electone . Marathon . And Interest in the Japanese drama, Japanese song, Running

Reference

Ms.Penwaree Vichitvejpaisal Head of Japanese Department Rajamangala of
University of Technology Krungthep

