



GTM
Only The Best Translation
Global Translation Team Co., LTD

TRANSLATOR & INTERPRETER PROFILE



SAYAMOL PANSEETA

EDUCATION

M.A. English for Careers
Language Institute, Thammasat University
GPA: 3.80

B.A. Italian (1st Class Honours)
Faculty of Arts, Chulalongkorn University
GPA: 3.70

WORK EXPERIENCES

Le Raffine' 24 Co. Ltd.
Senior Customer Relations Executive
April 2010 - present

- *Le Raffine 'Jambu Dvipa' Sukhumvit 39* overall after-sales service management;
- Making Condominium Unit Reservation Agreement, Sell-Purchase Contracts and other sale support documents;
- Coordinating with Thai and foreign clients regarding title deeds transferring process, condominium units inspection and handover;
- Coordinating with clients' interior designers and/or contractors during construction and decoration process.

Siam Aliment Advance Co., Ltd.

International Coordinator

September 2006-March 2009

- E-mail correspondence, responsible for European and Japanese customers
- Participating in international seafood exhibitions to find the potential clients
- Coordinating with prospect customers to keep contact and facilitate their requirements from price offers to export documentations.
- Arranging visiting schedule for foreign customers
- Making sales-purchase contracts; dealing with suppliers and the factories to ensure the production, container loading and shipping.
- Arranging shipment schedule; negotiating with freight forwarders on freight offer and other shipping conditions

Thai-Italian Chamber of Commerce, Bangkok

Assistant to Secretary General

July 2005 - September 2006

- Managing all general activities in the Chamber on behalf of the Board of Directors and the Secretary General
- Arranging regular Board of Directors meetings with topic/agenda and minutes
- Coordinating with the Italian Embassy and Italian Trade Commission

SKILLS

Computer Skills

- MS office
- Internet Explorer
- Outlook Express

Language skill

- Thai
- English (TOEIC score: 930)
- Italian