

## RESUME

### **Nippanee Plikaphan**

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### **Objective**

Seeking a challenging job that I can utilize my communication and organizational skills and experience in the field of Japanese language.

### **Skills**

- Communicative Skills -Fluent in spoken and written Japanese and English
- Computer Skills -Able to operate MS Word, Excel, Power Point
- Problem Solving Skills -Able to manage well in depressing environment
- Leadership Skills -Treasurer of Japanese Major, Silpakorn University

### **Experience**

2016-present Chuo Senko Advertising (Thailand) Co., Ltd.

Assistant to Japanese Executive

Duties included : corporate with Japanese Executive in various topics

2015-2016 Secretary/ Translator / Document Controller

Konoike Asia (Thailand) Co., Ltd.

Duties included : interpret in meeting, translate document, coordinate with all sections to set up quality management system

2013- 2015 Sales supervisor

Hitachi Storage Battery (Thailand) Co., Ltd.

Duties included: meeting and negotiate with customer, Make a meeting document and quotation

2013 QMR of ISO9001

Hitachi Storage Battery (Thailand) Co., Ltd.

Duties included:set company quality manual, introduce regulations of ISO9001 to staff and management, set document controlling system, support internal and external audit

2011-2013 Secretary/Translator

Hitachi Storage Battery (Thailand) Co., Ltd.

Duties included: interpret in meeting and event, translate document, do various assignment

- 2010-2011 Customer coordinator  
V Verve Hotel  
Duties included: take care of customer,  
develop hotel marketing strategy for Japanese customer
- 2009-2010 Japanese speaking supervisor  
Bankara ramen restaurant  
Duties included: serve and take care of customer, stock checking,  
account managing, coordinate with Japanese and Thai staff
- 2008-2009 Interpreter  
MIC Industries Thailand Co. Ltd  
Duties included: interpret in meeting and production line,  
support an assignment from Japanese boss
- 2007-2008 Waitress (part-time)  
Elephant Kitchen, Tokyo Japan  
Duties included: serve and take care of customer
- 2007 Japanese interpreter (apprenticeship)  
Honda Engineering Asian Co., Ltd.  
Duties included: office works and translation in the line of production
- 2004-2007 Cheer staff of Faculty of Arts  
Duties included: lead singers and recreate the Freshmen

### **Education**

- 2009-2004 Bachelor of Arts-Faculty of Arts, Silpakorn University  
Major: Japanese  
Minor: History  
Coursework included: Japanese Translation, Business Japanese,  
Japanese Letter Writing, Japanese Structure, Japanese Culture
- 2008-2007 JASSO Scholarship, Tokyo Gakugei University
- 2004-1998 High School Certificate, Wichienmatu School

### **Certificates**

- Japanese Language Proficiency Test : Level 2  
ToEIC Test : 665 point

### **Volunteer Work**

- 2007 volunteer Japanese attaché, UNIVERSIADE 2007, Bangkok

### **Personal**

- Personality -pleasant personality, have service mind, like dealing with people  
Sports -swimming, table tennis  
Health -excellent health

