

# HANSA MANAKITSOMBOON

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## PERSONAL INFORMATION

- Date of Birth: 26<sup>th</sup> June, 1990
- Nationality: Thai

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## EDUCATION

### Bachelor Degree in Humanities

English language and Communications

2008 – 2012

Kasetsart University, Thailand

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## LANGUAGE ABILITY

- **Thai** (Native)
- **English** (83/120 TOEFL, 905/990 TOEIC)
- **German** (A2)

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## CORE QUALIFICATIONS

- Possess excellent English language ability; speaking, listening, writing and reading wise.
- Able to communicate and understand basic German language.
- Able to translate and interpret among parties (language pair: English and Thai and vice versa)
- Able to work under pressure, tight timeframe, and for long hours effectively.
- Able to work within international environment, adapt, and adjust to the organization's culture.
- Able to use Microsoft Office and Netsuite program efficiently.
- Highly responsible, determined, and ambitious.
- Having strong coordination and communication skills.
- Able to solve problems and act fast upon unexpected circumstances.

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## CAREER EXPERIENCE

### Freelance Translator

2010 - Present

- Translating documents in all kinds of domains (Thai – English and vice versa); articles in business, finance, legal contracts, construction manuals, etc. for international agencies.

**Foreign Affairs/ Import Officer**  
**Compomax Company Limited**  
(Latest monthly salary: 40,000 Baht)

**2013 – 2016**  
**Bangkok, Thailand**

- Coordinated with overseas suppliers and forwarders in terms of prices negotiations, internal administrations, technical issues, sales operations, and business strategies.
- Managed the key accounts of suppliers, ensured, and developed strong relationships together with the vice-president and team managers.
- Purchased orders from overseas suppliers and handled import and export matters.
- Created invoices, order confirmation, and monitored successful shipments.
- Assisted the vice-president, team managers, and suppliers in meetings, trainings, and field trips.
- Created meetings schedules as well as meeting minutes, and followed up with the agenda.

**Translator and Interpreter (3 Months Contract)**  
**Hyundai Construction and Engineering Co., Ltd.**  
(Latest monthly salary: 35,000 Baht)

**2012**  
**Bangkok, Thailand**

- Translated construction related documents from Thai to English and vice versa.
- Interpreted in meetings between Korean engineers and Thai engineers, and suppliers.
- Set up a meeting schedule and coordinated with clients and suppliers.

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### **EXTRA CURRICULAR ACTIVITIES**

- Recently attended German language course in Hamburg, Germany for 7 months.
- Joined the internship program in CP Foods in Birmingham, The United Kingdom from April – June in 2012.
- Joined Work and Travel program and worked as a Room attendant in Nebraska, The United States of America from April – June in 2013.
- Worked as a part time tour guide for Visit Beyond Company in 2012.
- Performed as an English tutor for young people and adults in Thailand.

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### **REFERENCE**

**Mr. Somsak Tangpattanapradit, Solution Director**  
Compomax Co., Ltd. Tel: +66818354469  
E-mail: [somsak@compomax.co.th](mailto:somsak@compomax.co.th)

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Executive Director cum Head of Raffles' World Translation Team  
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