

Rithikrai Sornsuphap

20 M.5 Huaybosuen, Pakchom,

Loei-42150, Thailand

Tel: (91) 9637634557

Email: toulovepak@hotmail.com

Skype: toulovepak



PROFILE:

A college student who has recently completed a bachelor degree in Political Science. Reliable, keen, energetic and resourceful. Interned at the Protocol Department, Thailand last summer 2012, and gained a good understanding of what is required of diplomacy. Able to work on own initiative or as part of a team and can deal with protocol duties competently. Moreover, I am working for a Thai<>English translation as a freelancer.

EDUCATION:

2010 – 2013 **Bachelor of Arts in Political Science at Fergusson College, University of Pune, India.**

Subjects studied: Politics, Economics, English, Psychology, and Sociology.
[First Class = A.= 4.00]

2006 - 2009 PIYACHATPATTANA Upper Secondary Level.

Subjects studied: Mathematics, English Language, Chemistry, Economics, Physics, Geography, Biology, Health and Physical Education. [GPAX 88.75%]

2004-2006 CHIANGKLOM WITTAYA Lower Secondary Level.

Subjects studied: Mathematics, Science, Sociology, Arts, Vocational Education and English Language. [GPAX 95.25%]

WORKING EXPERIENCES (TRANSLATION):

- 2010-2013
1. Translation and Voiceover-TATA Company; Hyderabad, Mumbai and New Delhi
 2. Translation and Interpreter-Somya Translators Pvt. Ltd., New Delhi
 3. Translation-VieSupport Language Services Pvt Ltd, Chennai
 4. Translation and Interpreter-Charoen Pokphand Group, Pune and Thailand
 5. Translation-Feenix Language Solution, Bangalore
 6. Translation-La Classe Language Translation, New Delhi

OTHER EXPERIENCES:

2012–2013 Thai Student Association in Pune, India

Head of the association

A dignified position in responsibility of Thai student affairs in Pune city, India.
Responsibilities and achievements:

- Cooperating with Thai Embassy and Royal Thai Consulate General related to any of Thai student issues.
- Leading Thai students who are personal skillfulness to participate in events: International Food Festival, International Dances, and International Sports.
- Arranging and providing aptness for important Thai events: Father's day (King's birthday), Mother's day (Queen's birthday), Important days of Buddhism, and Important meetings.
- Best International Student by Symbiosis University.
- Stood Gold in Food Festival and Silver in Traditional Dance.

2010-2013 Ritinjali NGO, New Delhi, India

A volunteer (Part-time)

Had been part-time working as a volunteer for three years since 2010.
Responsibilities and achievements:

- Observed and collected the information about the areas of disadvantaged children where should be considered to help.
- Implemented a volunteering program and interacted with the state government about the welfares of migrant and disadvantaged people.
- Typed some reports related to disadvantaged children in Pune city to the headquarter of NGO in New Delhi.
- Persuaded and invited people to participate in volunteering in Pune city.

2012 Protocol Department, Ministry of Foreign Affairs, Thailand

Administrative Assistant

A summer vacation internship at the prominent governmental organization.
Responsibilities and achievements:

- Assisted diplomats and officers conducting outdoor activities and events of protocol affairs.
- Handled incoming telephone calls from other embassies, public organizations, and other governmental organizations.
- Drafted and prepared needed files and documents for protocol meetings.
- Typed reports, drafted, and arranged protocol letters: meeting letters and summing letters between ministers with/or royal family members.

2009

Ritinjali NGO, New Delhi, India

Leader of Group A. Zone (Disadvantaged Children) (Full-time)

Three months for immensely massing energy, abilities, and skills.
Responsibilities and achievements:

- Led members to function on uplifting education and health of migrant people and disadvantaged children.
- Interacted with the state government and appealed for aids in terms of welfares- education, health care, living accommodations etc.
- Worked side-by-side with the Dalit and migrant villagers, mixing cement to transform houses made of thatch and mud into brick homes
- Provided children class rooms and studying materials.
- Educated children personal hygiene and sanitation.

2007

Rural Administrative Organization, Loei, Thailand

Administrative Assistant

Two months of valuable internship and working as administrative assistant.
Responsibilities and achievements:

- Assisted officers for conducting outdoor events in the rural areas.
- Recorded the important events and meetings.
- Typed governmental documents and letters.
- Solved some errors both hardware and software on computers.
- Assisted and aided citizens for their needs related with rural administration.

2005-2007

Club of Food & Drug, and 2B. No.1 School Campaign.

Head of team

Two years of hard working and team work in high school (part time).
Responsibilities and achievements:

- Organized Food and Drug campaigns inside and outside of school to elucidate the students and rural people how to appropriately eat food and use drugs.
- Led members to participate in Food and Drug campaign competition, and was rewarded Gold Medal.
- Campaigned on anti-Dengue and Malaria diseases; educated rural people how to protect and observe themselves from these diseases.
- Strongly anti-using any kind of narcotic, and campaigned on “Can Be Headmost by Saying NO to the Drug” through 2B. No.1 club.
- Led members to participate in 2B. No.1 campaign competition and stood Excellent (Gold Medal).

COMPUTER SKILLS:

Microsoft Windows 8 /7 / XP / Vista, Microsoft Office (Word, Excel, PowerPoint) and Outlook.

ADDITIONAL INFORMATION:

Fluently spoken English-7.00 band of IELTS.

INTERESTS / HOBBIES:

Working with NGOs or related with International Organizations for instance The Ministry of Foreign Affairs, The UN, Embassies, and Consulates etc. Reading various kinds of books, participating in any possible kind of activities, doing workout, swimming, playing basketball, playing guitar, and travelling

REFERENCES:

1. Dr. Ravindrasinh G. Pardeshi
Principal of Fergusson College, F.C. Road, Pune-411014
Tel: (91 20) 66866000, Email: Ravindrasinh.G.Pardeshi@gmail.com
2. Ms. Kamolwan Sripasil,
Consul of Royal Thai Consulate-General, Dalamal House, 1st Floor, Jamnalal Bajaj Marg, Nariman Point, Mumbai 400021
Tel: (91 22) 2282 3535, 2282 2061, Email: kg_sripasil@hotmail.com