

Ganbold Odontuya

Visa Status: Engineer/Specialist in Humanities/International Services. Date of expiration: 29 MAY 2020

Proactive, Japanese⇌Mongolian professional interpreter/translator with over 14 years of experience. Worked for a government project, high school, hotel, and travel agent in Mongolia and Japan.



Email: g_odontuya@yahoo.co.jp

Address: Sodegaura 2-4-4-401, Narashino-shi, Chiba, Japan 275-0021

Phone: (+81) 080-9355-5743

Date of birth: 12-06-1980

Nationality: Mongolian

Experience

October 2018 - June 2020

Sales Manager/ International Sales for FIT

Nippon Travel Agency CO.,LTD Tokyo

Organize travel arrangements for tour agencies (FIT) of Italy, UK, France, Germany, USA, Australia and other European countries.

Provide alternative tour options, routes, service information for clients.

Make and confirm hotel, attraction/transportation tickets, bus/rail passes, guide, private car, service reservations for clients.

Mail issued tickets, passes, confirmation sheets for clients to booked accommodations in advance.

Arrange tour/service modification, cancellation in case of emergency.

Assist and provide necessary information to clients after arrival in Japan.

Issue and send invoices to tour agents.

Check and confirm monthly payments from tour agents.

Answer/direct incoming calls.

October 2016 - July 2018

Sales staff

Keisei Travel CO.,LTD. Narita, Chiba

Train ticket sales and customer support for international tourists at the Narita Airport "Keisei Skyliner and Information Center".

Listen and respond to guest queries and requests both in-person and by phone

Provide accurate information about local attractions, transportation system, accommodation and services

May 2014 - June 2016

Hotel Receptionist

ARISTON Hotels & Associates CO.,LTD. Oita

Welcome and greet guests, reservation making/confirmation, register/check guests in, issue room keys, process payment of guest accounts, retrieve mail, packages and documents, inform housekeeping when rooms have been vacated and are ready for cleaning, answer/direct incoming calls etc.

October 2006 - March 2014

Project Staff/Interpreter

Japan International Cooperation Agency Ulaanbaatar, Mongolia

Assist long term Japanese project advisor, short term experts of JICA Agriculture/Extension project in Mongolia.

Project meeting, seminar interpretation for Japanese⇌Mongolian.

Translate project PDM, meeting/seminar materials, agriculture/livestock/food/animal health laws, regulations, rules, official government announcements and project interim/final reports.

Organize/coordinate and attend field training (in Mongolia and Japan), meetings for project sites/entities and local extension managers of 6 provinces.

Make business trip arrangements for long/short term Japanese experts.

Answer/direct incoming calls.

Other related office work.

March 2003 - June 2005

Japanese Teacher

Shine Mongol High School Ulaanbaatar, Mongolia

Teach elementary to advanced Japanese for private high school students.

Provide necessary information about admission/study in Japanese Universities.

Support/follow-up graduate students.

Japanese- Mongolian Interpretation, translation

Japan International Cooperation Agency, other NGOs Ulaanbaatar Mongolia, Saapporo, Oita Japan

Experienced interpretation/translation in the following fields

Medical

Education

Tourism

Business

Civil Engineering

City Planning

Fire fighting

Social Welfare

AI

Education

2003

Bachelor in Linguistics

University of Humanities Ulaanbaatar, Mongolia

2003

Japanese, Japanese Culture Studies 1 year Japan Government Scholarship Program

Osaka University of Foreign Studies Minoh-shi Osaka, Japan

Languages

Mongolian Native
Japanese Advanced
English Intermediate
Russian Intermediate
Chinese Elementary

Skills

Customer assistance	Project assistance/coordination	International Sales for tour agencies
Translation/Interpretation (Japanese-Mongolian)	Japanese Teaching	Tour Guide
Customer Service		

Certifications & Courses

Bachelor degree in Linguistics, Ulaanbaatar Mongolia, 2003

Japanese interpreter/Teacher

JLPT N1, Ulaanbaatar, Mongolia 2013

TOEIC 915, Tokyo Japan, 2016