

MONGKUL VICHET ROSSARAY



Address: Salakanseng village, Svaydangkum commune, Siem Reap, Cambodia.

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Education

- ✓ 2011 – 2015 : Bachelor of Business Management at Sachak Asia Development Institute
- ✓ 2013 – 2014 : Diploma of Practical Theology at Ministerial Bible School
- ✓ 2003 – 2004 : Diploma of Management and Leadership at Volunteer Youth Congress for Development

Professional Experience

- ✓ 2004 – Present : Freelance Translator / Interpreter.
- ✓ 2020 : Market Researcher of Royal Sino Investment Group.
- ✓ 2018 – 2019 : Operation Manager of Torch Tours.
- ✓ 2016 – 2018 : Student Affair Coordinator at Ecole d'Hôtellerie et Tourisme Paul Dubrule.
- ✓ 2014 – 2016 : Team Leader/WASH Project Senior Coordinator at Samaritan's Purse International Relief (Cambodia).
- ✓ 2009 – 2014 : Translation Team Leader at Cambodia Lutheran Association.
- ✓ 2008 – 2009 : Operation Manager at Across-Asia Travel.
- ✓ 2005 – 2008 : Office Manager at Hosea Ministries.
- ✓ 2002 – 2004 : Tour Operator at New Sai Travel Service.

Volunteer Experience

- ✓ 2012 – 2014 : National Coordinator at Ethnos Asia Ministries.
- ✓ 2001 – 2002 : English Teacher/Interpreter at Kampongsom Bible School.
- ✓ 2000 – 2001 : English Teacher/Interpreter at Good Shepherd Bible Institute.

Professional Skills

- ✓ **Translation, interpretation and communication**
 - Translating and exercising quality control and on-time delivery of translations of documents and publications in English to Khmer and vice-versa to various customers from different background such local and international NGOs, and individuals.
 - Providing additional services such as proofreading, laying out texts, localizing and contextualizing.
 - Function as interpreter and/or facilitator during group meetings, conferences, workshop/training and/or other events.
- ✓ **Team Leading**
 - Preparing for the group's arrival by setting up accommodation, food, transport, project work.
 - Visiting the local community where the project is to organize with them the details of the work and accommodation.
 - Introducing the group members to the community and vice versa sharing them Cambodia's history, culture and lifestyle.
 - Coordinating daily activities with the contact person in the community.
 - Explaining the norms of living and working in a community to the volunteers and make sure they are being implemented.
 - Motivating and supporting the volunteers with their daily activities in the field.
 - Organizing activities during free time and weekends in coordination with the community.

- Overseeing the health and well-being of the group during their time within Cambodia.
- Being the point-of-contact between the group and the office in case of problems or concerns.
- Maintaining email communication with the contact person in the group (team leader, teacher, representative) to organize the logistics and project.
- ✓ **Operation Management**
 - Managing budgets and maintaining statistical/financial records.
 - Establishing work plans and objectives.
 - Sourcing and research new tour package to meet consumer demands and determining potential markets.
 - Analyzing and creating new tour site and itinerary.
 - Managing staff, such as hiring and training staff.
 - Consulting with travel partners, including airlines and hotels, to manage bookings and schedules.
 - Ensuring tour operation go well with profit orientation and quality.
 - Maintaining good relationship with existing customers.
 - Handling customers' complaints.
- ✓ **Counseling and consultation**
 - Providing academic and career counseling.
 - Motivating the students to stay on their education in order to achieve their dream career.
 - Researching job vacancies and career improvement opportunity for students and alumni.
 - Searching and training outstanding students to compete in any Academic in/outside school competition with the cooperation of other parties or departments involve.

Training Courses

- ✓ English – Khmer – English Interpretation, Translation and Editing.
- ✓ Theological Teaching, Preaching and Pastoral Care.
- ✓ Strategic Planning, Community Outreach and Development.
- ✓ Administrative affair and Office Management.
- ✓ General Accounting and Computer Accounting.
- ✓ Project Proposal and Report Writing for NGO.
- ✓ Facilitator and Curriculum of Training of Trainer (TOT).
- ✓ Basic Marketing and Protocol.
- ✓ Financial Management.

Basic Skills

- ✓ Language : High proficiency of English
- ✓ Computer : Ms. Office for administration (Ms. Word, Excel, Publisher, PowerPoint, Internet and Email) and QuickBooks Pro

References

- ✓ Mr. Bun Phanna – President of Lutheran Church of Cambodia (LCC) – (012-800-362)
- ✓ Mr. Seap Bottra Sakall – Former HR Manager of Royal Sino Investment Group – (010-608-989)
- ✓ Mr. Rith Sarakk – Executive Director of PEPY Empowering Youth – (012-911-727)
- ✓ Mr. Khon Sopha – Translation Project Coordinator of Lutheran Heritage Foundation – (017-477-799)