

# Padtamaporn Choyjarone [ Pear ]

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## Professional Profile

- **International purchasing and Japanese translator in many fields with 10+ years of experience.**
- Familiar with responsibly working under pressure and time limit project.
- Adept at interdepartmental coordination and communication with excellent communication skills including written, oral, interpersonal.
- Highly experienced as Japanese translator and interpreter.
- Well-organized and experienced in fulfilling procurement tasks [Especially from suppliers in Japan].
- Highly experienced in managing purchase orders.
- Strong decision-making, critical thinking, evaluation, and analytical skills.
- Have good knowledge of inventory control process.
- Have exceptional knowledge of purchasing techniques and tools.
- Possess comprehensive knowledge of PC, Microsoft Word, Excel, SAP system and Lotus note.



## Professional Experience

### **ASIAN STANLEY INTERNATIONAL CO.,LTD**

*Japanese translator and International purchasing staff, May 2011 – June 2018*

### **CANON HI-TECH THAILAND**

*Japanese Translator of Procurement Department, July 2018 - February 2019*

### **HUMAN DIGICRAFT MANPOWER (THAILAND) CO.,LTD**

*Japanese Translator and Director's Secretary, February 2019 - April 2019*

### **NATOCO PAINT THAILAND.CO.,LTD**

*Japanese Speaking Manager and Translator, May 2019 - Present.*

### **As a International purchasing staff**

- Request & Review quotation and supplier's company profile.
- Compare & evaluate supplier to select the best supplier according to QCD for the products.
- Review & negotiation purchasing terms , agreements , and contract.
- Register products into the company's system.
- Negotiate about the QCD [Quality, Unit Price, Delivery date] with the suppliers in Japan.
- Control suppliers (such as manage claims, supplier evaluation, correspond and resolve any issues. Etc.)
- Review purchase requisition and issue purchase order.
- Procure purchased items by forwarding orders to suppliers via E-Mail.
- Negotiate with suppliers in Japan to manage both normal shipment and urgent shipment .

- Adjust and negotiate urgent add order request, pull-in and postpone delivery requests with suppliers.
- Track & Manage purchase orders and ensure timely delivery.
- Resolve issues related to procurement process.
- Monitor performance and negotiate contract variations through effective supplier relationships to enhance best business outcome.
- Have ability to manage and maintain good relationships with vendors.
- Propose the most effective supply methods such as special urgent flight request and hand carry request.
- Identify, mitigate and DE-escalate procurement risks.
- Check and compare HS code in Thailand & Japan to apply to BOI processes and import duty custom clearance.
- Request & review invoices & AWB from suppliers.
- Request & review Certificate of Origin from supplier in Japan for supporting JETPA
- Request & review additional required document for a customs clearance such as;
  - MSD [for import hazardous substance]
  - Specifications
  - Outgoing inspection report
  - Conflict minerals report
  - RoHS certificate
  - Environmental support document
- Obtains purchased items by coordinate with shipping companies & forwarder companies such as FedEx, DHL and SIAM NISTRANS
- Arrange Thai customs clearance processes by coordinate with shipping companies & forwarder companies.
- Coordinate with Customs Department of Thailand.
- Followed-up on delivery schedules, payment delays, and invoice queries.
- Managed deliver schedules and status of goods.
- Enter order details (e.g. vendors, quantities, prices,delivery date & time) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices.
- Claim accident occurred by shipping transportation via Air and Boat.
- Issue Debit & Credit note.
- Manage a Mold control system and check for a mold repair & a renewal schedule.
- Check for the quantity of materials in stock after EOL and negotiate with supplier about the management such as one time purchase, disposal. Etc.
- Perform 4000+ purchasing activities annually to manage 20+ suppliers to fulfill expectation with respect to timely delivery, quantity and reliability.
- Advise procurement staffs to resolve issues related to procurement process

**A a Japanese translator**

- Translate written and verbal communications related to procurement department

between Thai, English and Japanese as required.

- Make a document translating related to procurement department between Thai, English and Japanese as required in a timely manner.
- Translate a regulation, document .etc, of the procurement department.
- Translate product's drawings, materials design and specification.
- Created a series of glossaries in Word and Excel; organized them by discipline for later use.
- Serve as on-call translator for teleconferences as required.
- Provide review and verification of translation work as required, including materials created by third-party translation services.
- Translate in a department meeting, an Audit meeting and a Department party.
- Traveled with company's Japanese executives on trips to serve as translator and executive assistant.
- Translate E-Mails between Thai, English and Japanese as required.
- Assist in communication between Japanese staff and Thai collaborators.
- Do a support translator for a Quality Control Department as required.
- Do a support translator for a Sales Department as required.
- Do a support translator for a Administration Department as required.
- Do a support translator for an Account Department as required.

#### **Other job assigned**

- Do a Hotel Reservation for Japanese executives.
- Communicate with Japanese executive's personal driver via mobile phone for arrange an appointment date and time.
- Translate Golf tables and other assigned document which is not relate to department works.
- Contact Thai Customs to import a Japanese executive's pet (rabbit) from Japan to Thailand. [Request Import certificate, check Vaccination certificate etc.]

#### **A a Freelance Japanese translator [Example]**

- **Family registration certificate translation** : Japanese to English  
[Success Language School, 21-24 November 2017]
- **Destiny's Child, Game translation** : Japanese to Thai  
[Part of a Team, Andovar Pte Ltd, 6-15 April 2018]
- **Action Animation DVD, Subtitle translation** : Japanese to Thai  
[MindTactics Technologies FZCO, 25-28 May 2018]
- **IT Cost Reduction Strategy in Tokyu Store, Business strategy translation** :  
Japanese to English <Intermediate Report>  
[Legend Translation Co., Ltd. 9-24 July 2018]
- **Sekiro ,Game translation** : Japanese to Thai

[Part of a Team, Andovar Pte Ltd, 22-23 October 2018]

- **Technical Manual Translation** : Japanese to Thai  
[Honyaku Center Inc., 20-25 February 2019]
- **INVESTMENT PROMOTION CERTIFICATE [BOI]** : Thai to English  
**ROYAL DECREE** : Governing Reduction of Tax Rates and Exemption of Taxes  
(No. 674) : Thai to English  
**Letter of agreement permitting deductions from bank account** : Thai to English  
**Packaging specification design standard, Paint appearance standard, Packaging examination standard** : Japanese to English  
**Global Company Policy** : English to Thai  
[Sriracha translation center, 1-31 May 2019]

## Education

### **Silpakorn University, Nakhon Pathom Campus, Thailand**

*Bachelor of Art in Japanese major & English Minor - March 2011*

- Faculty of Arts

Major subject: Japanese

Minor subject: English

GPA: 2.61/4.0

- A member of the university Cartoon Club
- Part-time job as an administration support at the university's office
- Japanese Tutor for junior at the University

## Additional Skills

- PC , Microsoft Office , SAP , Lotus Note and Basic Adobe Photoshop skills
- Trilingual Japanese, English and Thai
- Painting & Drawing
- Negotiation skills

## Achievements & Training records

- Japanese skills test level N3 [2006]
- Japanese skills test level N2 [2013]
- TOEIC Score : 850 point [2018]
- SNAP Training [2012]
- Training course : Purchase Tactics & Negotiations by Professional training Solution Ltd., Partnership
- Training course : Purchasing Negotiations for the Quality Product at Fair Value by WASO Training Center, WASO Ltd.
- Training course : Inco-terms 2010 by WASO Training Center, WASO Ltd.
- Training course : Basic firefighting training