Kingkanok Vongchaveng

18/1 Rama9 soi 49

Bangkok, Thailand 10250

(66) 92-275-4911

E-mail: to\_jolly\_p@hotmail.com

***Objective***

***To learn and gain more experience on working, and to understand, improve my skills on working at Financial, language term***

***Skills***

Fluent in communciation, and comprehensive in Thai English and mandarin

Proven Self-starter and motivated employee who needs little supervision

Proven excellent customer service

Excellent in Desktop Operating systems Microsoft Window XP/ Window 7

Proficient in using Microsoft Office (Word, Excel, and PowerPoint)

*Language*: Thai (Native), English, Chinese (Mandarin)

Expected salary:20000-25000B

***Professional Experienc***e

**Xiamen Liangshi Co.ltd July-Aug 2010**

*Bachelor Internship*

* Directly deal with customers and aim to accomplish sales objectives from the product service.
* Develop market research
* Deal with foriegn customers
* Translate Chinese documents into English.

**Musicradio** January2009-Aug2010

Programmer

* Develop website

**Royal Silk holidays co.ltd**

Masters internship July-September 2013

* Translate documents
* Contact foreign consumers
* Develop Chinese market

Konica Minolta Business Solutions(Thailand)co.,ltd

Secretary to Corporate director

***Professional Training***

*Language skills*

* Studied Chinese language(Mandarin) at Oriental Knowledge and language School (2000-2008)
* Studied Chinese Languange at Xiamen University(China)(2008-2009)
* TOEFL 7.0(2012)
* Chinese proficiency test 6.0 (2010)

***Education***

-Bachelor in Business economics and international trade, Xiamen University(China) Degree date: June 2011

- Master of Business Administration in Assumption University(Thailand), Major: Finance.

***Training & Activities***

-Member of Young buddhist associastion of Thailand under the royal patronage

-Master of Ceremony for Thai student association at Xiamen University in Loy Krathong Festival (2008-2009)

-Volunteer at Young buddhist association of Thailand under the royal patronage

Attended Leadership aptitude development program on 25-28 February 2014