



# Wasinee Suwannawong Sauer

(วาสนี สุวรรณวงศ์ เซาเออร์)

## Attorney-at-Law

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## CURRICULUM VITAE:

### Personal data

Born: 01<sup>st</sup> November 1972 in Surat Thani  
Nationality: Thai  
Religion: Buddhism

### Personal statement

I love the challenging work and like to get new experiences, where I can bring my knowledge from my extensive education and my long-term experiences from work to achieve professional goals in the management and legal field.

### Education

- 1996 Bachelor of Business Administration (BBA)  
Bangkok University
- 2004 Master of Business Administration (MBA)  
International program, English  
Bangkok University
- 2009 Bachelor of Science in Accounting (BSA)  
Bangkok University
- 2013 Bachelor of Laws (LL.B)  
Thammasat University
- 2021 Master of Laws (LL.M)  
Business Laws, English program  
Thammasat University

### Certificates and Licenses

- Member of the Federation of Accounting Professions Under The Royal Patronage of His Majesty The King since 2003 till present (Accountant, CPD)
- Attorney at Law, Lawyers Council of Thailand Under The Royal Patronage in 2016

- Notarial Service Attorney, Lawyers Council of Thailand Under The Royal Patronage in 2017
- Certificate of Mediation Disputes, Lawyers Council of Thailand Under The Royal Patronage in 2017
- Licenses for Legal Counsel For Child and Youth Under Family Court in 2018
- Court interpreter, successfully completed the training court for Foreign Language Interpreter, Office Of The Judiciary in 2019

### **Legal profile**

- Civil Law
- Criminal Law
- Labor Law
- Family Law
- Intellectual Property, Trademarks, Patent
- Legal Execution
- Legal consultation
- Corporate set up and Registration
- Contract Drafting and Review
- Notarial Services Attorney
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### **Work experience:**

#### **Management**

- Over 17 year's experiences of work overseeing the management functions in a company with the main business of development software/hardware and electronics solutions for export, as the managing director
- Contract drafting and negotiations with business partners, clients and suppliers. Ensure fulfilment and monitoring of contracts.
- Financial responsibility. Payments of bills, salaries and taxes
- Dealing with many parties in the private and public sector
- Dealing with all legal matters in the company

#### **Accounting**

- Monthly Bookkeeping
- Maintain receivable and payable accounts
- Monthly balance sheet and profit and loss statement
- Managing the payroll with all payment and taxation matters
- Bank Reconciliation
- Depreciation of fixed assets
- End of the year financial statement
- Work with auditors for year-end statement

#### **Taxation**

- Monthly VAT report and submission to the Revenue Department.

## **Human Resources**

- Monthly withholding tax reporting and submission to the Revenue Department.
- Yearly submission of financial statements to Department of Business Development and the Revenue Department.
- Social security matter
- Tax planning
- Plan, develop, and the process of recruitment, selection of employee, providing proper orientation and induction, providing proper training and the developing skills, assessment of employees, providing proper compensation and benefits, motivating, maintaining proper relations with labor department, maintaining employee's safety, welfare and health.

## **Secretarial and Administrative**

- Typical secretarial work
- Tracking project time with programmers, records at meetings, organizing meetings. Communications using electronic equipment to maintain links with customer in Europe.
- Secretaries essentially support the work of the Director; it is mainly vital to the smooth running of organization management.
- Registry this involves creating files and keeping them up-to-date, storing and retrieving papers, checking information and preparing documents for meeting.
- These range from assisting in the management of accommodation (offices) and purchase and maintenance of office equipment and supplies.

## **Import and Export experiences**

- Typical shipping activities including check goods against shipping documents for import and export.
- Tracking shipment to make sure that the goods are delivered on time
- Maintain shipping records and provide tracking or shipping information
- Ability to coordinate with forwarders, customs and carriers
- Knowledge of clearing procedures for both import and export entry forms. Documents which include pro forma and commercial invoices, packing list, bill of lading, airway bill and letter of credit.

## **Summary of Qualifications**

- Long term experience in management, secretarial and office work, overseeing the accounting, HR and Import-export function in the company.
- Experience in international business
- Strong in solving problem skill and ability to work effectively with others.
- Good human relations skills, friendly personality, self-motivated, hard working.

- Able work independently and possess well organized-mind to work under pressure.
- Loyal, dutiful and discreet. Secrets stay secret.
- Educated and experienced in legal matters.

**Languages**

- Excellent command in spoken and written in Thai language. (Native language).
- Good command in spoken and written English.
- Basic ability of German language.