

Miss Apichaya Sriboonsom

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Krungtep-Kreeta Road, Sapansung,
Sapansung, Bangkok 10240
Mobile phone no : 087 5107058
Email : apichayasr@hotmail.com
Expected salary : 35,000 THB/month



Personal data

Gender : Female
Date of birth : October 9th, 1983
Age : 30 years old
High : 1.54 metre
Weight : 53 kg.
Status : Single

Education background

2001 – 2005 Udon Thani Rajabhat University
Faculty of Humanities and Social sciences
B.A. Business English
GPA : 3.09

2000 – 1997 Penpittayakom school
Social – English
GPA : 2.47

Work Experience

Thai Hospital Products Co.,Ltd , Bangkok

September 2008 – May 2013

Company's Industry : Manufacturer

Company Business : Export disposable medical devices such as facemasks, shoe covers, surgical gowns, nurse caps and aprons to Europe, Asia and America.

Position : Overseas Customer Service Executive

Responsibilities :

- Responsible for international key accounts.
- Contact customers and introduce products and services.
- Require and follow up document of 'Sample & Estimate cost, and New configure number" from Research & Development department.
- Prepare details of product specification and other details which customers required.
- Do enquiries, quotations, sales orders and invoices.
- Follow up a customer's payments.
- Do a monthly sales report, PO pending and Bi weekly report.
- Follow up a customer's satisfaction.
- To achieve the sales targets every quarters.

J.V. (Thailand) Co.,Ltd , Samutprakarn

March 2007 - September 2008

Company's Industry : Trading

Company Business : Distribute vehicle components to domestic and international customers.

Position : Customer Service Executive

Responsibilities :

- Responsible for domestic and international key accounts.
- Performed production optimization together with engineer team to improve product quality and logistics.
- Coordinate with other departments in order to improve company production capacities and meet or exceed the level of customer demand.
- Receive and update forecast order in the system.
- Manage all documents to be passed to Accounting Department.
- Participate in sales meeting to generate ideas and to achieve the sales target.
- Arrange the appointment, book the hotel or restaurant when customers visit.

- Issue an agenda and take minutes of meeting.
- Summarize the monthly Sales Report to Manager.
- Cooperate with shipping agents regarding to import and export shipments.
- Arrange the delivery schedule.
- Issue commercial invoices, packing lists, quotations, proforma invoices and packing declarations.
- Respond to customers requirements on daily basis.
- Coordinate with international suppliers regarding to shipments and payments.
- Manage documents and data control system to comply with ISO / TS 16949 requirement.
- Receive and update forecast in the system.
- Calculate the import duty & tax amount and double confirm to forwarders.

Tycoon World Wild Group (Public) Co.,Ltd , Rayong

March 2005 - December 2006

Company's Industry : Manufacturer

Company Business : Export fasteners, annealing wires and wire rods to Europe, Asia and America

Position: Overseas Marketing Officer

Responsibilities :

- Responsible for both domestic and international key accounts.
- Offer customers products and services.
- Do enquiries, quotations, sales orders and proforma invoices.
- Coordinate with Accounting Department and Financial Department on customer's payment.
- Coordinate with Production Department on the products status, estimate finished date, shipment preparation, customer's label and packaging.
- Arrange the shipment to be on plan.
- Handle customer claims and solve the problems.
- Increase sales volume.
- Assist the Manager while customers visit, such as arrange the transportation, book the hotel, and show them the production process in the factory.
- Issue an agenda and take a minute of meeting when customers visit and present the report to the Manager.
- Summarize monthly Sales Reports to the Manager.
- Provide informative information to the colleagues in the meeting every week.
- Find the new customers.

Training

- 5S Committer Training	2009
- Integrate ISO9001: 2008, ISO 13485:2003,FDA,Thai GMP,MDD	2011
- Business Ethics	2011
- Internal Audit	2011
- Production Module	2012
- Internal Auditor Technique (ISO 9001, ISO 13485, GMP)	2012

Skills & Languages

English	: Fluent in reading, speaking, listening, writing
Computer	: Expert in Microsoft Office
Other skill	: Intermediate in Import and Export

References

1. Ms. Thunyaporn Ongvasith, Thai Hospital Products Co.,Ltd
Telephone number : 02 6749700
2. Mr. Roy Lee, General Manager, J.V. (Thailand) Co.,Ltd,
Telephone number : 02 7066323