

Sirirak Wanwattanakul
1059 Krungthongburi 4 Rd,
Klongsan, Banglumpoolang,
Bangkok 10600, Thailand
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PERSONAL DETAILS

Sex	Female
Date of Birth	December 11, 1986
Age	26 years old
Height	157 cm.
Health	Excellent
Nationality	Thai
Marital status	Single
Religion	Buddhism

RELATIVE ATTRIBUTES AND SKILLS

- Hard-working and able to be multi-task effectively
- Energetic and service mind oriented person

EDUCATION

2005-2008	University of the Thai Chamber of Commerce Bachelor of Art in faculty of Humanities Majoring in English for business communication, Emphasis on business conversation skill
Relevant course	Organizational Psychology Group Dynamics Business Communication 1-4 Business English Conversation Seminar in the Use of English as a Foreign Language
2006-2007	American University Alumni Language Center (AUA), Bangkok, Level 1-11

EXTRA-CURRICULAR ACTIVITIES

- 2006, Participated student Relations Organization as a Faculty's Staff.
- Volunteer staff responsible for taking care of new students in the university orientation ceremony, The University of the Thai Chamber of Commerce, 2006

EXPERIENCE

June 2013-Present	Sales Specialist at Worldtibe International Co., Ltd Internal sales to find new supplier and customer included find customer for their magazine and Workshop .
August 2010-MAY 2013	Export Sales Merchandiser at Harrytex (Thailand) Co., Ltd. Export sale, including take customer to the market (When they come from oversea), Oversea correspondence, customer liaison and always explore new fashion. Sales and Marketing Co-ordination, including co-ordinate with supplier and vendors, Filling customer data base and invoice on specific OMIS.
March-August 2010	General Manager at We holdings Private Co., Ltd. Handle and provide solution to customer complaints. Handle incoming calls, checking the price from the supplier. Checking the quotation before sent to the customer, service information, complaints, etc.
August 2009- 2010	Customer Service Manager at IMA Footwear Co., Ltd. Handle and provide solution to customer complaints, claims, service guarantee requests in a timely and accurate manner.
January 2007-2009	Registration Staff "Event's Registration Staff for customer from the oversea"

March-June 2008	Internship “The Thai Customs Department2 at Suwanaphumi Airport”
March-June 2007	Join Work & Travel program at USA “Y M C A of the Rocky Mountain, Colorado,USA”

ACTIVITY

Computer skills	Microsoft Word, Excel, Power Point and Basic HTML
Hobbies	Travelling, playing sports, surfing the internet, listen music
Activities	University photo club's membership
Language skill	Thai - Native Language English - reading good - Listening good - speaking good - Writing good

REFERENCE

Ms.Siraprapha Laongthong	Marketing Event Exclusives at The Mall Group 64 Chaipayruk Rd,Talingchun, Bkk 10170 Tel: 083-7730007
Ms.Panpaka Banjongkasem	Flight Attendant 616/326 Borommaratchachonnanee Rd, Bangbumru,BangPlat,BKK,10700 TEL :085-8448441