

Ms. Saiphon Khoasen

95 Apartment, No. 69, Lad Proa Soi 95

Wangthonglang, Bangkok, Bangkok

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PERSONAL DATA

Nationality Thai **Height** 150 cms. **Weight** 42 kgs. **Date of Birth** : May 14th 1979. **Marital Status** Single
Religion Buddhist.

EDUCATION BACKGROUND

Master Degree in Business Administration , Major Financial and Banking Ramkhamhaeng University	2009-2011
Bachelor 's Degree in Business Administration , Major Financial , Minor Marketing Prince of Songkhla University	1998-2002

WORKING EXPERIENCE

Period

VOLVO GROUP (THAILAND) CO., LTD

June 2013 - April 2006

- Department : Truck Sales and Marketing
- Position : Delivery and Invoicing Specialist

ROLES & RESPONSIBILITIES

- Operational support for performance and development of the Delivery function within TSMJVAPAC and also interface with other divisions within Volvo Group when invoicing and delivering vehicles to EMEA and Americas
- Execution of the administrative flow and follow-up of the outbound deliveries to agreed delivery point The invoicing of CBU trucks & CKD, issuing & collection of necessary transport and shipping documents for customers
- Verification of incoming invoice & shipping documents, and assurance of L/C smooth operation
- The role as single point of contact supporting the sales organization and customer with transport information and high customer service
- Ensuring delivery plans are met. Taking actions and supporting business with prioritization when deviation occurs.
- Be involved in the performance in the Delivery process through networking, system and follow up on relevant KPI's
- Cooperation with GTO, Volvo Trade Finance, banks, Volvo Business Services, shipping companies, customs and also EMEA & Americas delivery function

GENERAL STARCH LIMITED

Jan 2012 - Dec 2012

Position : Export Documentation Officer ROLES

& RESPONSIBILITIES

- Handle all export documentation procedure, commencing from receipt of orders through cargoes are shipped out.
- Shipping document consisting of sales contract , commercial , packing list , Bill of lading , Certificate of Origin Forms (Form A / Form D / Form E / Form FTA / JTEPA) , Insurance Certificate, Phytosanitary & Fumigation Certificates .)

- Cost calculation (local content calculation) for submit certificate of origin forms .
- Coordinate with external organizations (shipping lines, banks, customs broker, and government offices) to prepare necessary export documents.
- Liaise with internal departments e.g. Accounting, QC for documents required by customers.

THE COOL COMPANY LIMITED

Jan 2010 - Dec 2011

Position : Senior Import & Export Officer

ROLES & RESPONSIBILITIES

- Manage Import & Export document for customs clearance (Invoice , Packing , L/C Negotiation)
- Coordinate shipping agent, forwarder, factory and Customs Officer

URC (THAILAND) CO., LTD

Sep 2006 - Dec 2009

Position : Export Documentation Officer & affiliated Sales Coordinator ROLES &

RESPONSIBILITIES

- Coordinate with the Freight forwarder, Customs broker, Customs Office and Customers
- Handle all export processes and document including BIS 19
- Dealings with affiliated companies , follow up new & pending order , production and cargo shipment , checking and Informing customer shipment schedule & Delivery plan
- Responsible for apply the tax refunding under Section BIS 19
- Responsible for control cost control such as Ocean Freight Rate

SONGKLA CANNING PUBLIC COMPANY LIMITED

Sep 2003 - Mar 2005

Position : Project Coordinator ,Document Controller

ROLES & RESPONSIBILITIES

- Follow up and prepare project progress report for manager and management team.
- Act as project coordinator between project owner and project department manager (such as report problem occurred)

SKILLS & COMPETENCIES:

English Skills	Reading	Speaking	writing	Listening
	Excellent	Excellent	Excellent	Excellent
Computer literacy	Microsoft Words , Excel , Power Point ,Internet			
Typing Speed	English 40 words a minute : Thai 35 words a minute			
Others Knowledge	ISO Knowledges ,GMP, Safety, HACCP, Program SAP,ERP, Proceed Tax/Duty refund under 19 Bis/Rules of Certificate of origin/ UCP last version			
