

Personal Detail

Name	Ms.Sukanya Inram
Date of Birth	16 December 1978
Age	38
Height	154 cm.
Weight	60 kg.
Health	Excellent
Nattionality	Thai
Race	Thai
Religion	Buddhism
Legal Address	474/113 Anamai-Ngamchareon Rd, Tha Kham, Bang Khun Thian ,Bangkok 10150
Telephone	092-2715532
Email	sukunya2708@gmail.com

Education Details

1999-2004	Bachelor of Faculty of Humanities, Ramkhamhaeng University
1996-1999	Nongnguluem Pitthayakhom

Work Experience

2013 – 2016 Capital Trading Co.,Ltd.

Position: Export/Import Officer

Responsible for :

1. Prepare and proceed the international shipping documentation as per guidelines and country requirements.
2. Coordinate with the customers for shipping schedules and document requirements.
3. Coordinate between various related parties such as production, shipping forwarder, etc. to ensure on-time delivery.
4. Coordinate with Department of Fisheries, Food and Drug Administration, Department of Foreign Trade to apply for export documents, such as Health Certificate, Pink Form, Form E, Form D, Certificate of Origin (C/O) etc.
5. Check and prepare document for import shipment.
6. Coordinate with shipping agent and forwarder agent to make the customs clearance smoothly.
7. Prepare the import document to support clearance.

8. Contacting Government party for the document required for import shipment.
9. Coordinate with warehouse and other department related for all import activities.
10. Check and control the billing from suppliers.
11. Support business to process improvement efforts.
12. Request sample send to the customers, request sample for Exhibition.
13. Other tasks as assigned by supervisor.

2011-2013 Saha Patanapibul PLC

Position: Export Officer

Responsible for :

1. Prepare and proceed the international shipping documentation as per guidelines and country requirements.
2. Coordinate with the customers for shipping schedules and document requirements.
3. Coordinate between various related parties such as production, shipping forwarder, etc. to ensure on-time delivery.
4. Support business to process improvement efforts.
5. Coordinate with concerned department and request sample send to the customers and request sample for Exhibition.
6. Other tasks as assigned by supervisor.

Skills

Lauguage Fair Command in Spoken, read and written in English

Programming Microsoft Office (Word, Excel, Power Point)

Attitude Job succession commitment.

Strength High energetic employee and to work under pressure.

Able to work – hard, Activeness, Good relationship.

References Ms. Janyanee Jaroenthon, International Sales & Marketing
Executive (Capital Trading Co.,Ltd.)

Tel : 090-198-8061

References Mr. Dechphon Nakitmangmee 474/113 Anamia-Ngamchareon
Rd, Tha kham, Bangkhunthian, Bangkok 10150

Mobile : 092-281-2674

Preferred location Krung Thonburi, Silom , Rama 2 , Rama 3, Charoennakorn,
Bangkhuntien, Wongwienyai, and nearby area.