

RESUME



Name : Ms.Napat Chayutirat
Address : 24 Soi 35 Sukumvit Rd., Paknum, Muang, Samutprakan 10270
Mobile : +66 (87) 616-4142
E-Mail Address : napat_poo@hotmail.com
Birth Date : February 10, 1980
Birth Place : Bangkok
Age : 38 Years
Nationality : Thai
Religion : Buddhism
Marital Status : Widowed
Height : 170 cms.
Weight : 60 kgs
ID No. : 3-1199-00186-39-1
Expected Salary : 50,000 THB (Negotiable)

Educations

- Bachelor Degree of Education in English Major

February 1998 – March 2002 Burapha University, Chonburi

- Grade 12, Social – English Major

March 1995 – March 1998 Satee Samutprakan School, Samutprakan

Experiences

▪ March 01, 2017 – April 30, 2018

Company Name : Chu Kai Public Company Limited

Type of Business : Crane Retail, Rental, Service & Maintenance

Position : Marketing Assistant Manager

Responsibilities :

1. Planning and design marketing and sale relation programs that promote sale
2. Implemented plans to market events that promote sale
3. Collaborate with oversea factory to provide product specification and information to meet customer requirements.
4. Negotiated pricing with factory to reduce expenditures that resulted in a cost reduction
5. Review product cost, operation cost and specification submit to management for decision process
6. Oversee handling of import goods after confirmation to ensure on-time transportation and delivering.
7. Maintained database of product specification that promote sale
8. Other job assigned by COO such as hotel booking arrangement, transportation etc.

▪ April 30, 2003 – February 28, 2017

Company Name : Thai Samsung Electronics Co., Ltd.

Type of Business : Home Appliance Manufacture

Position : Export Assistant Manager

Responsibilities :

1. Design export activities (air & sea) and transportation according to customer requirement and collaborate with planning manager to prepare budget.
2. Prepare export documents (invoice, packing list & BL) within required timeframe and schedule efficient shipping activities and identify appropriate shipping schedule in assistance with customers.
3. Oversee handling export of goods and ensure compliance to organizational policies and procedures.
4. Oversee handling of goods and ensure safety and on-time in transportation (KPI) and design cost effective methods for same and analyze best means of shipping schedule as per customer requirement in coordination with planning manager.
5. Oversee inventory accuracy and stock level align with company policy.
6. Collaborate with senior management and ensure compliance to all trade regulations and changes and provide information to team for export processes.

7. Transportation cost review and determine usage by ensure quality of transportation level submit to senior management for decision-making process.
8. Monthly demand forecast of space and equipment usage to provide the senior management accurate and timely information in order to make decisions regarding to budget.
9. Negotiated with forwarding companies/shipping lines for routing to meet customer requirements.
10. Monitoring cost reduction programs of logistics activities.

▪ **November 01, 2001 – February 23, 2002**

Company Name : Bansuan Jan Anusorn School

Type of business : Primary School

Position : English Teacher (Trainee)

Responsibilities :

English teacher (trainee) and cooperation with relate section to support school activities.

▪ **March 15, 2001 – June 30, 2001**

Company Name : LEO Service Ltd.

Type of Company : Customs Broker House

Position : Export Document Cooperation

Responsibilities :

Prepared import & export customs declaration submit to customs broker

Skills : SAP R/3, ERP, Microsoft Office, Internet, E-Mail

Language : Good command written and spoken English

Typing : Thai 45 WPM / English 45 WPM

Personalities

Can do attitude

Good human relationship

Could work under high pressure very well

Ability to start work immediately

