



Position : Export Document Officer. Expected Salary: 35,000

Name : Ms. Lalisa Treethip

Address : 18/22 Soi Bangkadee 34, Rama 2 Rd., Samaedam, Bangkhuntien  
Bangkok 10150

Telephone : 02-452-2610      Mobile : 086-884-2295

Birthdate : 20 July 1982      Age : 34 years

Height : 158 cm.      Weight : 49 kgs.

Education : 2000-2003 Bachelor Degree in Business Administration Faculty  
Marketing at Sripatum University GPA: 3.55 (1<sup>st</sup> class honors)

1997-1999 Yannawate Wittayakom School GPA: 2.50

#### Professional Experience

From : April 2007 – Present

Company : Chiangmai Frozen Foods Public Co., Ltd.

Position : Marketing & Sales Coordinator

Responsibility: -Take the orders from customers.

- Shipment planning and coordinate with other departments to prepare shipping on time and correctly.
- To do export documents for customs formalities.
- Co-ordinate with shipping agents to ensure customs formalities in a timely and accurate.
- Co-ordinate with Transportation Company to deliver the container from factory.
- Co-ordinate with liner agencies to arrange the shipment to destination port.
- To prepare all export documents such as Commercial Invoice, B/L, Packing List, C/O, Form JTEPA, Form E and other related documents.
- To prepare shipping documents to customers by air freight couriers.
- Monitoring LC and prepare the export documents to be presented the bank side.
- Provide shipping information clearly to customers.
- To do monthly report (sale actual, statistic of export in product and compare with competitor).

From : December 2005 – March 2007

Company : Pastina Co., Ltd.

Position : Secretary

Responsibility: -Mathematics new product cost.

- Apply to fairs both country and foreign countries.
- Reserve air ticket & hotel for foreign fairs.
- Clearing mailbox and correspondence.
- Recording and keeping the minutes of council meeting.
- Maintain a filing system to retain documents.
- Traveling schedule.
- As well as the usual secretarial duties.

From : June 2004 – August 2005  
Company : Compass of Asia Business Center Co., Ltd.  
Position : Secretary  
Responsibility: -Customer Service.  
-Clearing mailbox and correspondence.  
-Recording and keeping the minutes of council meeting.  
-Maintain a filing system to retain documents.  
-Traveling schedule.  
-As well as the usual secretarial duties.

Qualification: -Computer program Microsoft Office (MS. Word, MS. Excel, MS. Power Point) FoxPro, E-mail, Outlook, Internet  
-Language Thai and English

Characteristic: -Enthusiastic, self-motivation with high interpersonal skills  
-Service minded, open and fast to learn, high patience  
-Extremely responsible, belief constant self development

#### Additional Information

I need to work with the stable company and enthusiastic new knowledge and new experience.  
Finally, I need to prove myself how can I do.