



Ms.Naphatsaporn Pitipornpiphat

(นางสาว นภัศกรณ์ ปีติกรพิพัฒน์)

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Birth Date July7, 1982

September 2018 – Present

Suree Interfoods Co.,Ltd.
Assistant Export Sale Manager

Responsibility:

- Taking care customer's Account
- Communicate directly with customer and coordinate with the productions line

following the customer's order.

- Controlling the customer's dept to be on due date.
- Making the sample's product following the customer's request.
- To welcome the customer and making the business conversation with them when visit the factory

January 2018 – August 2018

Legend Shipping (Thailand) Co.,Ltd,
Senior Export document

Responsibility:

- To update the weekly report for container in each port and analysis the to control the container when import and export.
- Control cost for container when import and export in each port to avoid the shortage and over allocation of round voyage.
- To approve the agency in each country and prepare the payment when import and export.

August 2013 – January 2018

Apex Plastech Co., Ltd.

International Trade: Senior Import and Export Officer

Responsibility:

- Controller keeping shipping document by soft file (HAWB & import entry, invoice, packing list, etc.)

- Taking care customer's account

- Communicate directly with customer and coordinate with the productions

line following the customer's order.

- Contact with global supplier for requirement about quotation for compare cost, prepare the purchase order and proforma invoice,

- Contact with freight forwarder & shipping agent to follow up any shipments.

- Controller for Ship out cargo to other countries.

- Damaged cargo controller & report.

- Logistic cost controller, report preparing and analyze.

- Coordinate with customer about document support.

- Coordinate with internal departure such as warehouse for control inventory, with transportation team for control time to ship merchandise.

- Report for planning control about loading the container per month.

- Support document for audit purpose.

- Deal with international customer to confirm any shipments.

- Knowledge about LC terms, contact with Bank to approve Letter of Credit.

April 2009 – Aug 2012

Apex Foods Co., Ltd.

Import and Export Officer

Responsibility:

- Same as Apex Plastech Co.,Ltd.

- Attend tradeshow for THAIFEX WORLD FOOD OF ASIA

- To create the new customer and follow up for the order and make long term

Relationship

Sept 2005 – Mar 2009

Jintai Chitaun (Thailand) Co., Ltd.,
Marketing (the export jewelry)

Responsibility:

- Taking care customer's account.
- Controlling the production to be on time since the whole procedure until making the shipment.
- Communicate directly with customer and coordinate with the production's line following the customer's order.
- Preparing and making appointment with customer to inspect the random production before making shipment.
- Placing the order from customer and following up the order to reach the shipment's target.
- Making the production and quotation to serve the customer's request.
- Following up the customer payment and making report to accountant's department.
- Controlling the customer's dept to be on due date.
- Making the sample's product following the customer's request.
- Preparing the promotion to offer the customer then follow up their feedback.
- Sourcing new line product from internet or magazine to match what the customer wants and offer them.
- Preparing the price and product for the tradeshow.
- To welcome the customer and making the business conversation with them at the tradeshow
- Recording the customer's visiting and follows up their feedback after the tradeshow.
- Making more new customer's account which mainly from the trade show to be the permanently company customer's account.

Education

July 2015- July 2017	Master Degree of King Mongkut's University of Technology Thonburi Master of Science, Major Logistics Management
Sept 2012 - June 2013	The College of International Culture of South China Normal University (Chinese Course)
June 2001 – May 2005	Bachelor degree of Business Administration, Assumption University, Thailand Major: Marketing

High School Certificate, Assumption Convent School

1. Able to commit/Responsible
2. Service mind
3. Honest
4. Flexible / Adaptable
5. Patient

Computer Literature: MS office, MS outlook, Internet
Good Communication skill both English and Thai
Good Negotiation skill both English and Thai
Problem solving skill
Fair typing both English and Thai

Language	Thai, English ,Mandarin (Basic knowledge)
Computer	Microsoft Office, Internet, Ms Outlook