

Work Experience

Royal Orchid Sheraton Hotel and Tower Bangkok, Thailand 2011-2015

Work Position: Tour Coordinator

- To deal with bookings by phone, e-mail, letter, fax or face-to-face
- Able to handles guest complaints and solve problems.
- To complete procedures when guests arrive and leave.
- To choose rooms and handing out keys
- Greeted and registered Group tour guests and issued room keys
- To prepare bills and taking payments
- To handle with request from guests in a professional and courteous manner
- To assist in keeping the hotel reception area clean and tidy, at all times
- Be responsible for evacuation, in cases of emergency, acting as first point of Contact for guests and the emergency services.

Tanasan Rice co.,ltd

2015-present

Work Position: Document Officer

- To prepare SI and send to carrier on time
- To deal with client's which document need for there country
- Prepare export document Invoice, Packing list, BL, Co, Phyto and Certificate
- We're have process export docs on 2-3 days to avoid any incidental charge
- When export docs is complete we are send to the Bank

REFERENCES

- Ms. Aungkana jiankiang

Document Manager at Tanasan Rice co.,ltd

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