



MISS PHATTARAGORNCHON SRIPAVITPHON (Pik)

PERSONAL INFORMATION

Address: 136/358 Phisan Village Phase 1, Soi Thain Thale 20, Bangkhunthian – Chaythale Road, Samaedam, Bangkhunthian, Bangkok, 10150

Mobile: 082-649-6199

Email: Phattaragornchon@gmail.com

Date of Birth: 16 November 1987

Nationality: Thai

Age: 33

Marital Status: Single

Interest and Activities: Swimming, Badminton

QUALIFICATION

- Coordinate and arrange import - export shipment according to committed date in order to support customer requirement
- Issue quotation, shipping document for export and checking shipping document for clearance custom
- Booking shipment and control schedule according to customer
- Send shipment advice, shipping document to customers for payment and follow up tax and duty privilege

SKILL

- Formal E-mail writing
- Microsoft Office (Word, Excel, Power point), ERP
- Conference programing
- Typing skills: Thai, 40 words per minute | English, 40 words per minute

EDUCATION HISTORY

- | | |
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| - Apr 2016 – Jul 2018 | Masters in MBA: Business Administration of Ramkhamhaeng university, Bangkok Thailand |
| - Jun 2005 – Feb 2009 | Bachelor of Home economics major food and nutrition, Rajamangala University of technology phranakhon , Bangkok Thailand |
| - May 2004 – Feb 2008 | High School English Art Program, Satriwatabsornsawan school, Bangkok Thailand |

WORKING EXPERIENCE

Chef's Choice Foods Manufacturer Co., Ltd.:

Position: Shipping Department (Nov 2021 – Jan 2022)

Responsibility

- Provide full service of export shipment and coordinate among internal and external parties (D/O and billing, shipping line, transportation service provider, freight forwarder).
- Follow up export shipment; from-to shipping advice, vessel status and delivery.
- Negotiation and coordinate with freight forwarder.
- Ensure a smooth booking, documentation and invoicing process.
- Contact with government agencies.
- Coordinate with internal and external organization for shipment purpose.
- Carry out international fund transfer from customers.
- Resolve problem by determining the cause and finding the best solution.
- Prepare all documents related to shipment and as per customer requirement.
- Managing & organizing & handle and ensure that all export documents are completed and forward to bank and consignee on time.
- Solve daily operational problems.
- Answer internal party and customers inquiries via e-mail.

Mit Mongkol Industry Co., Ltd.:

Position: Import export officer, Bangkok Thailand (Jul 2019 – Nov 2021)

Responsibility

- Issue shipping document all of invoice, packing list and plan load to prepare booking shipment of export and provide information to the forwarder and submit SI and submit VGM with Forwarder.
- Checking document and confirmed with shipping after that the document are correct from supplier such as CI, PL, BL, Original from E.
- Checking H.S. code and coordinates for import and export about submitted original form D, from E, From CO chamber, From AK.
- Check import entry, import duty, export declaration, checking freight cost.
- Apply for a blue corner duty compensation.
- Coordinate about import tax with accounting department to clearance the packaging into warehouse, If the product is lost or damage have to claim insurance company.

SPR food Industry Co., Ltd:

Position: Export marketing, Bangkok Thailand (Jan 2019 –June 2019)

Responsibility

- Contact customer and promote the product and inform price list and send quotation by email.
- Booking shipment, Issue shipping document and adjust plan load and consolidate another product into container for foreign customer in the middle east.
- went to the exhibition booth abroad.
- in proforma invoice from Supplier are correct.
- Make cashier's cheques pay shipping and pay taxes.
- Calculate the tax base on imported goods and calculate the costing of import.

MCS Eltech Supply Co., Ltd:

Position: Oversea Purchasing, Bangkok Thailand (Oct 2017-Dec 2018)

Responsibility

- Place an order from distributor and forecast stock of plan to sales for each year.
 - E bidding products with the electricity government.
 - Negotiate a purchase price in the event of a long term when the price is increase.
 - checking H.S.code of each product import.
 - Store documents during procurement between companies selling abroad regarding product quality control.
- Typing on Application transfer from for payment, then check details

Two bonds Co., Ltd:

Position: Oversea Purchasing, Bangkok Thailand (Oct 2009–Sep 2017)

Responsibility

- Contact and coordinate supplier for buyer raw materials to imported into production from china.
- Select suppliers to compare price and quality of each company.
- Check H.S. code and coordinate with shipping clearance to deliver on schedule.
- Check details in proforma Invoice and negotiate about minimum order quantity from supplier.
- Follow up with supplier to deliver on schedule.
- Make a cheques pay shipping and pay taxes.

REFERENCES

Mr. Tanakrit Kalaseranee , Lecturer , Co.Ltd., Bangkok, Thailand Tel. 081-692-5013

Expected Salary: 30,000 Baht
