



KHEMMANAT KITTICHIRAPHAT

Date of Birth

18th April, 1990

Age: 34 Years

Nationality: Thai

Religion: Buddhism

Marital Status: Single

Address

65/508 Kanlapaphruek Road,
Aspire Sathorn – Taksin
(Copper Zone)
Bang Kho, Chom Thong,
Bangkok 10150

CONTACT



0983965694



Kamami.23@hotmail.com

Language:

English: Good for reading, writing
and fair for speaking

Training Course

- Department of Internal Trade
- Register for The REX System
registration by going to GSP
Export Rights Switzerland-Norway.

EDUCATION

2010–2012 Rajamangala University of Technology Krungthep
(Bangkok) B.A. of Business Administration Major Marketing
(Minor International Marketing)

2008–2010 Nakhon Pathom Vocational College High Vocational
Certificate of Marketing

2006–2008 Nakhon Pathom Vocational College Vocational
Certificate of Business Computing

WORK EXPERIENCES

Division Export / Overs Sea Sales Coordinator Marketing Department

June 2024 – Present: New Arriva Co., Ltd.

Responsibilities:

**Booking/Logistics/Prepare Documents/ Export Entry
/ Export – Import / Contact government agencies other.**

- The company is an export "Shipper".
I am responsible for export and import / sales coordinator.
- Follow up PO. / Sales Order from customers and inspect
products with the factory.
Prepare for export / import shipments according to customer
orders.
- Booking a ship, checking the ship schedule, checking ship
space, booking space with the ship line and various freight
forwarders as specified by the customer
- Preparing shipping documents (Export Entry, Bill of lading,
Invoice, PO, P/L, CIPL, Shipping Marks, Certificate of origin (C/O),
Form E, AK, AANZFTA, JTEPA, etc.).
- Ensure a smooth booking, documentation, and invoicing
process. Receive bills, withdraw and pay checks to Freight
Forwarder or Sea Liner & Air Freight / Courier FedEx.
- Contact and coordinate internally and externally
(relevant departments within the office, customers, shipping
lines, Agent, Freight Forwarder) Government agencies:
Customs Department, Ministry of Commerce
- Processing an export shipment as per shipping instruction
this will include coordinate with oversea offices,
other stations and carrier
- Coordinate with related department/division for smooth
operation.

WORK EXPERIENCES

October 2012 – May 2024 : Siam Food (2513) Co., Ltd.
Division Head of Export Documents
Marketing Department

Responsibilities:

Booking/Logistics/Prepare Documents/ other.

- The company is an export "Shipper". I am responsible for tanking care of the company's OEM business.
 - Follow up on PO. orders from customers and inspect products. Prepare for export shipments according to customer orders.
 - Booking a ship, checking the ship schedule, checking ship space, booking space with the ship line and various freight forwarders as specified by the customer
 - Preparing shipping documents (Bill of lading, Invoice, PO, P/L, COA, Health Certificate, Certificate of origin (C/O), Form E, AK, FTA, JTEPA, D, TC, PINKFORM, Phyto Certificate. etc.).
 - Ensure a smooth booking, documentation, and invoicing process. Receive bills, withdraw and pay checks to Freight Forwarder or Sea Liner.
 - Contact and coordinate internally and externally (relevant departments within the office, customers, shipping lines, Agent, Freight Forwarder)
 - Processing an export shipment as per shipping instruction this will include coordinate with oversea offices, other stations and carrier
 - Co-ordinate with related department/division for smooth operation.
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