

Ms.Aphichaya Apaijit

167/12 Aduldhumprapas Rd., Choengneon, Muangrayong, Rayong, 21000

E-Mail : aya.pd1975@gmail.com / Tel : 063 340 2227

Personal Data

Name	Miss. Aphichaya Apaijit
Nationality	Thai
Religion	Buddhism
ID. Card no.	3310400243310
Driving License	48005009
Height	150cm.
Weight	45kg.
Date of Birth	October 27, 1975
Marital status	Married

Educational Background

Primary School	Watumparam School (Primary School Certificate / ๑.1-๑.6)
Secondary School	Phanomrung School (High School Certificate / ๓.3-๓.6)
University	Ramkhamhaeng University Bachelor of Arts in Mass Communication GPA. 2.32

Special Qualification

- Fair knowledge of English Language.
(Speaking, Reading, Writing and Understanding)
- Ability to use computer in Microsoft Office, Adobe Photoshop, Internet.
- Ability to work under pressure.
- Ability to negotiate in any case and situation.
- Responsibility, Commitment and adherence to Goals.

Target Job

- Purchasing
- Marketing
- Administrative
- Other

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Working Experience

1. IPS Grow Ltd., Part. (Mar 2014-Dec 2016)

Position General Manager

Salary 38,000 Baht

Job Description

- Manage to marketing plan.
- Sourcing products, compare prices and make payment to supplier.
- Manage to delivery planning

2. PNR Dynamic Co., Ltd. (Feb 2013-Jun 2013)

Position Assistant Manager

Salary 22,000 Baht

Job Description

- Prepare quotation to customer.
- Meeting with local customer when they would to know about products and our services.
- Coordinate with supplier from oversea when we need to order something that we don't have in Thailand.
- Sales Management Report by weekly / Monthly and the End of Years.

3. Anusorn Products Ltd., Part. (Apr 2011 – Oct 2012)

Position Sales Coordinator

Salary 12,000 Baht

Job Description

- Quote price and specification to customers.
- Coordinated with supplier about price, specification and shipment status.
- Manage to solving problem after sale services.

4. Shun Thai Rubber Gloves Public Co., Ltd. (Dec 2007 – Mar 2008)

Position Secretary of CEO/Marketing

Salary 19,500 Baht

Job Description

- Arranged the CEO appointment.
- Meeting report and keep record.
- Hotel and Air Ticket Booking.
- Coordinated with Shipping and Forwarder.
- Coordinated with all section in factory about shipment schedule.
- Coordinated with customer.
- Documentation such as Sale Confirmation, Sale Contract, Sale Summary etc.
- Working on assignment from CEO and etc.

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5. Dex Trading Co., Ltd. (Apr 2007 – Oct 2007)

Position Marketing Manager

Salary 18,000 Baht

Job Description

- Manage to marketing team under the company policy.
- Manage to marketing policy.
- Report to general manager about the Actual Cost & Sale Revenue.
- Coordinate with suppliers in details such as products and price, term of Payment, credit term, and delivery date.

6. Fairway (Thailand) Co., Ltd. (Nov 2006 – Apr 2007)

Position Senior Sale Coordinator

Salary 11,500 Baht

Job Description

- Manage to marketing plan.
- Meeting with marketing and sale team.
- Coordinate with oversea suppliers (China, Australia, Vietnam etc.)
- Report to Managing Director about Sale Revenue and sale planning.

7. F.C. Intertrade Co., Ltd. (Jun 1996 – Sep 2006)

Position Secretary and Coordinate Officer

Salary 16,000 Baht

Job Description

- Documentation, Control, and Arrangement for Department Manager.
- Arrangement, Declare, and Conclusion for Department meeting report.
- Responsible for human resources department, recruitment, organization chart, all human resources record arrangement, and statistical data recorder.
- Verification of Petty cash and report (the data are from Guangzhou Branch)
- Report Actual Cost & Sale Confirmation Note to Department Manager.
- Issue contract with suppliers in case Deposit required.
- Coordinate with suppliers in details such as term of payment, credit term, and delivery date.
- Coordinate and arrangement with Hong Kong Branch about Accounting Documentation and Taxation.
- Responsible for documentation of ISO.
- Verification all of document before handing to Department Manager.
- Manage for payment to suppliers.