

# SIRICHAT SOPHAT

(+66)993926297 | Sirichat.s.1994@gmail.com

99/131, Moo 3, Tambon Banglen, Amphoe Bangyai, Nonthaburi, Thailand 11140

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## EDUCATION

**June – December 2016**    **AUA Language Center, Thailand**  
*The Faculty of the AUA Language Center in recognition of this student's successful completion of Gold Module.*

**June 2012 - 2016**        **RAJAMANGALA UNIVERSITY OF TECHNOLOGY KRUNGTHAP**  
*Bachelor of Business Administration degree – International Marketing*

**May 2010 – March 2012**   **SATREE SI SURIYOTHAI SCHOOL**  
*Science and Mathematics Degree.*

## SKILLS & QUALIFICATIONS

- Computer Skills: Microsoft Office Skills, Photoshop Basic Skills, Notes Skills
- Typography Skills (Typing 80 wpm in Thai and 50 wpm in English)

## EXPERIENCE

### **Provider Network Executive (Axa Insurance Public Company Limited)**

**(2022-Present)**

- To prepare provider training class and do training for new and renewal providers.
- To do and review the new and renew agreements with providers.
- Develop, contact and maintain positive relationships with a network of health care professionals.
- Support line manager implement the designed procedures and the access to the claim portal.
- Training and explaining the health policies and special group procedures to the selected providers.
- To support and coordination with health claim team, PA team, sale team, legal and compliance team.
- To support and coordination with daily routine and problems during cashless service with provider and portal access.
- Support and analyze claims, diagnosis and payment data to identify.
- To support direct claim and reimburse in part of administrator and train new staff to join in administrator positions.
- Full time since 18 July 2022 to present

### **Network Management Support (Aetna Health Insurance (Thailand) Public Company Limited)**

**(2019-2022)**

- To support the Provider Management team and Claim Team with core Administrative jobs to ensure communication with the providers are issues in a timely manner.
- To work with Aetna Thailand IS team and internal stakeholders to ensure provider information has been kept up to date on Aetna Thailand systems.
- To manage the Provider mailbox to ensure all queries are registered and answered in line with the agreed SLAs
- To work closely with Claims, Clinical Governance and Customer Service teams to ensure the business initiatives understood, documented and communicated to the Aetna Thailand provider Network
- To support sale and key account team with hospital about the quotation, package price, and any requirements from members.
- To process the new contract and/or re-agreement with providers (hospital).
- Full time since 01 May 2019 – 15 July 2022

### **Sale Support (Luma Care Thailand)**

**(2017-2019)**

- To support sale team to review the application form, key in, coordinate with underwriter team and finance team for issuing the documents support.
- To manage operations and enrollment mailbox to ensure all queries are replied with the agreed SLAs
- To work with broker and agent for supporting them relate to new application until members receive the insurance card and package.
- Full time since 14 February,2017– 31 March 2019

**Assistant Manager (Inter-Lab Pathology and Research Center)**

**(2014 – 2016)**

- Assisting the manager in office
- Coordinating operations, Communicate with clients and evaluate their needs,
- Computing income, outcome, and tax per each month, Prepare monthly reports to manager
- Prepare and care document ; invoice, receipt, quotation etc.
- Full time since June – December 2016

***Trainee (Aeronautical Radio Of Thailand LTD.)***

***(Summer 2015)***

- Trained at International Business Services Department
- Did documents or power point to present, Helped officer in department do some works.

**HONORS, ACTIVITIES AND AFFILIATIONS**

- The Faculty of business, Rajamangala University of Thecnology Krungthep and graduated with a Bachelor of Business Administration degree, first class honors.
- Participated RMUT Business Academic Skills Competition 2 Years at RMUTSV and RMUTL