Pornsuda Sitthiwong

**Nickname : Garnplue**

**Date of Birth : 31 March 1992**

**Address : 650/139 Parkland Petchkasem 56, Pasichereon,**

**Bangwa, Bangkok 10160**

**E-mail : garnpool@gmail.com Mobile : 0866690330**

**Religion : Buddhist Age : 29**

**Height : 158 cm. Weight : 52 kg.**

**Language : English / Thai / Northern Thai**

**Expected Salary : 30,000 (Negotiable)**

**Education : Graduated from Kasem Bundit University**

**Bachelors of Art English for Communication, Marketing (English Programs)**

**Skills**

• Export - Import – Expert

• System Pro – Experienced

• Forma – Experienced

• Google Sheet – Expert

• Google Drive – Expert

• iMovie - Skillful

• Ms Excel - Experienced

• Ms Outlook - Experienced

• Ms Word - Experienced

• Ms PowerPoint - Experienced

• Windows - Experienced

• Photoshop - Experienced

• HTML - Experienced

• IOS - Experienced

• Ability to work under pressure - Experienced

• Customer Services - Expert

• Coordinating with Others – Expert

• Management – Expert

• Planning – Expert

**Typing Skills**

• **Thai** 60 words / min

• **English** 70 words / min

**Training Information**

**Institute : AIS**

**Period : October 2013 - December 2013**

**Course : Sale and Service**

**Job Experiences**

**Company : P.V.G. Holdings Co., Ltd.**

**Place : Bangkok, Thailand**

**Position : Secretary Import - Export**

**Period : January 2021 - Present**

**Salary : 25,000 + Bonuses**

**Job Descriptions :**

* About Mining, Exploration, Ammonium Nitrate, Bulk Emulsions, Drill Rigs, Rock Tools, Spare Parts, Shipping, Licenses and Services.
* Manage import – export shipments from Malaysia, Singapore, South Korea, India, Netherlands, Russia, Laos and Vietnam.
* Communicate and Meeting with forwarders from sea shipment and air shipment.
* Create documents, manage and check all the documents for explaining works and suggestions before send to Managing Directors for approval. ( Purchase Requisition, Purchase Order, Account Receptable, Account Payable, Financial, Stocks, Transfer Internet Banking, Shipping Documents, Forecast, Bill of Landing, Air Way Bill, Invoice, Flow Cash, Deposit, Order Acceptance, Account Receipt, Packing List, Licenses, Contracts and ETC. )
* Build long-term relationships with new and existing customers.
* Develop a growth strategy focused both on financial gain and customer satisfaction.
* Professionally process outbound sales and customer service emails
* Arrange business meetings with prospective clients.
* Multi-task by adjusting from one type of call to another without loss of efficiency, composure, or knowledge.

**Company : Asia Innovations Group (AIG) Company Limited**

**Place : Base on Malaysia / Work from home**

**Position : Thai Business Development**

**Period : March 2020 – January 2021**

**Salary : 25,000 + Intensive**

**Job Descriptions :**

* Develop a growth strategy focused both on financial gain and customer satisfaction.
* Conduct research to identify new markets and customer needs.
* Arrange business meetings with prospective clients.
* Promote the company's products services addressing or predicting client’s objectives.
* Prepare sales contracts ensuring adherence to law-established rules and guidelines.
* Keep records of sales, revenue, invoices, etc.
* Provide trustworthy feedback and after-sales support.
* Build long-term relationships with new and existing customers.
* Develop entry-level staff into valuable salespeople.

**Company : Travel Agency Tribes Company Limited**

**Place : Base on America / Work from home**

**Position : Remote Customer Service Agent**

**Period : August 2019 – March 2020**

**Salary : 24,000**

**Job Descriptions :**

* Professionally process outbound sales and customer service emails.
* Respond to customer questions.
* Resolve customer issues.
* Edit websites and blogs follow customer requests.
* Pray with those in need.
* Adhere to work schedule provided.
* Positively and respectfully communicate with customers.
* Maintain high level of punctuality.
* Maintain consistent, reliable attendance standards.
* Maintain company and client confidentiality.
* Multi-task by adjusting from one type of call to another without loss of efficiency, composure, or knowledge.

**Company : FightGeek Company Limited**

**Place : Bangkok, Thailand**

**Position : Data Specialist / Digital Administrator - Data Operations**

**Period : January 2017 – July 2019**

**Salary : 20,000 / 24,000**

**Job Descriptions :**

* Create data on base websites and also edit pictures via GIMP and cut videos via iMovie for adding more details both Windows PC, Laptop and IOS iMac.
* Control the flow of data from source to value, accelerating time to value.
* Open data access to more stakeholders within an organization.
* Integrating with data sources, performing transformations, and delivering data.
* Encompasses the monitoring and governance of these data flows.
* Improve the quality and reduce the cycle time of data analytics.
* Apply to the entire data lifecycle from data preparation to reporting, and recognizes the interconnected nature of the data analytics team and information technology operations.

**Company : Universe of Evolution 4289 Company Limited**

**Place : Bangkok, Thailand**

**Position : Recruitment Excusive**

**Period : January 2016 – December 2016**

**Salary : 17,500**

**Job Descriptions :**

* Recruitment and selection of personnel in various positions Media advertising, job interviews.
* Update the work system, policies and procedures of the Human Resources Department to be up-to-date and in accordance with the law and regulations in Thailand.
* Manage the reception process and orientation for new employees document management Essential equipment for every employee perform other duties related as assigned.

**Company : Fuji Restaurant Company Limited**

**Place : Tak, Thailand**

**Position : Supervisor**

**Period : May 2015 – December 2015**

**Salary : 16,000**

**Job Descriptions :**

* Taking orders, serving orders and cleaning the tables for customers as a
* service team if we having a lot of customers.
* Managing schedules and doing reports about accounting for sending
* email to main office.
* Learning correctly about ingredients for making foods and drinks as
* original of company.
* Brief news services and promotions every day in morning and night shifts
* to the team for preparing everything on time as always.
* Solving the problems when we have and taking all complains and
* rewards to sharing with team for developing more.

**Company : SF Cinema Company Limited**

**Place : Tak, Thailand**

**Position : Junior Assistance Theater Manager**

**Period : January 2015 – May 2015**

**Salary : 16,000**

**Job Descriptions :**

* Brief in the morning the team for knowing schedules, news, service, promotions, stocks and also checking everything to working fine before the mall opens.
* Take care and checking about hygiene and technical to make sure customers safe and comfort.
* Sending reports on email and chat groups to communicating with all areas and senior teams about everyday schedules, everyday stocks, accounting and complaints from customers to developing more in daytime and also nighttime after closing.

**Company : AIS Shop (Promenade Branch)**

**Place : Bangkok, Thailand**

**Position : Servicer - Salesman and Cashier**

**Period : January 2014 – December 2014**

**Salary : 16,000**

**Job Descriptions :**

* Brief every morning to get to know more details about selling, promotions
* and services.
* Learning to service customers about Smart Phone, Applications and
* Packages.
* Recommending suitable a Promotion and give more details to customers.
* Selling Smart Phones and make more benefits from package promotions
* and accessories.

**Company : COM7 Company Limited**

**Place : Bangkok, Thailand**

**Position : PC**

**Period : January 2013 – December 2013**

**Salary : 15,000**

**Job Descriptions :**

* Selling Smart Phones and Accessories after training.
* Being Cashier and sending sale reports to main office.