

RESUME

Miss Ploypaphut Wongkirtnimit (Som)

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CAREER OBJECTIVE:

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

PERSONAL INFORMATION:

Date of Birth: 11/08/1983 Age: 39

Nationality: Thai Marital Status: Single

Interest and Activities: Read and Learn to do with English and Insurance.

EDUCATION:

Bachelor Degree of - Arts: Ramkhamhang University Faculty of Humanities

(Major: Mass Communication)

SKILL:

- ❖ Ability to work under pressure
- ❖ Outgoing, positive and cooperative
- ❖ Good human relations
- ❖ Good team player and possess can-do/can-learn attitudes
- ❖ High sense of responsibility
- ❖ Alert, aggressive and willing to work hard
- ❖ Open-minded and willing to listen to all opinions.
- ❖ Be positive in every way
- ❖ Always open to learning new things
- ❖ Typing skills: Thai, 40 words per minute | English, 45 words per minute

Working Experience

Tokio Marine Safety Insurance (Thailand) Public Company Limited

(September 2022 – Present)

❖ Supervisor – Multi-National Marketing Department

Job responsibilities as Supervisor

- Prepare Quotations for AE to propose with client
- Center of CAR insurance for allocate CAR Group employees to prepare quotations to send ae appropriately
- Get notified and coordinate with the Claims department, when notified by the customer.
- Follow up every month renewal of all policies in charge.
- Issue Invoice, Debit note, Credit note.
- Design the insurance package to meet client's needs/requirements and make suitable quotation of Property, Motor Insurance.
- Coordinating with the underwriters to provide the insurance proposal both new
- Dealing with the Insurance Brokers for getting the underwriting information and their requirements for the underwriter's consideration
- Developing the relationship with Insurance Brokers for businesses retention and new businesses expansion
- Checking and booking the new submission in the system and renewal policies
- Sending the insurance proposal to the Insurance Broker within timeline and following up the result
- Taking care on various issues as requested by the Insurance Brokers i.e. following up documents, checking the status of documents, documents amendment, endorsements issuance, cover note issuance etc.

Lockton Wattana Insurance Brokers (Thailand) Ltd.

(November 2018 – August 2022)

❖ Operations Officer – Corporate Risk Services Department

Job responsibilities as Operations Officer

- Handling renewable all classes policy for corporate client such as IAR, CAR, Motor policy
- Adjusting the renewable policies by improving coverages and limit of liability
- Negotiating with existing and new clients in order to response their requirement about the insurance
- Following up and checking the policies before sending to the client
- Cooperating with claim department
- Conducting survey and provide in-house training courses for particular clients
- Follow up every month renewal of all policies in charge.
- Prepare the insurance quotation, the renewal notice for clients (Non-Life).
- Design the insurance package to meet client's needs/requirements and make suitable quotation of Property, Motor Insurance.
- Cooperate with insurers about premium rate and coverage conditions for quotation.
- Compare each insurance company's insurance offer to meet the needs of the customer.
- Advise and explain details of coverage to clients.
- Handle all and take care of the claims for customers.
- Issue Invoice, Debit note, Credit note.

- Coordinate with insurers to notify customers, amend or change documents.
- Coordinate with the Accounting Dept. to follow track of the customer's premium payment.
- Always looking for new customers to join the company.
- Provide income to meet the budget set each month.
- Call center 24 hrs. for explain about travel insurance coverage.

Lockton Wattana Insurance Brokers (Thailand) Ltd.

(August 2015 – November 2018)

❖ Collections Officer – Finance & Accounting Department

Job responsibilities as Collections Officer

- Check the outstanding monthly payments.
- Make a detailed summary of the accrual premium with customers.
- Follow outstanding customers.
- Coordinate with CRS-CA Dept. to notify customers, amend or change documents.
- Check the transfer amount to cut the outstanding balance out of the system.
- Coordinate with the accounting department of the insurance company to approve the release of claims for clients.
- Explain how to pay premiums to customers.
- Check the withholding tax documents with customers.
- Explain how to pay the premium.
- Explain how to make a withholding letter.

Samrong Nuea Subdistrict Municipality (December 2009 – August 2015)

❖ Tax collector – Revenue Collection Department

Job responsibilities as Tax collector

- Check who is subject to tax payment each month.
- Notify people who pay taxes.
- Receive tax payment from taxpayers.
- Summary of daily municipal income and expenses.
- Check the overdue of those who have not paid.
- Issue a follow up notification of payment notification.

Training Courses

- ❖ Team Building and Leadership Development
- ❖ Time & Task Management
- ❖ Motor Insurance
- ❖ Industrial All Risks (IAR)
- ❖ Errors and Omission Training (BU)
- ❖ Basic Insurance
- ❖ Inland Transit Cargo Insurance and Carrier's Liability Insurance)
- ❖ Positive Thinking & EQ Smart People
- ❖ Arts of Telephone Communication
- ❖ Effectively ways of Communication