

MS Thanida Thathipmonkun



Address : 68/33 The Colors Premium Kanchanaphisek-Ratchaphruek3 ,
Moo 6 , Sai Noi , Sai Noi , Nonthaburi 11150

Telephone numbers : 085-223-7438

E-mail : sweetdream_bed@hotmail.com

Date of Birth : 28 March 1986

Marital Status : Single

Hobbies : Reading , Watching Movie , Listening to Music

Expected Salary : THB 35,000

Start Date : Within 30 days

CAREER OBJECTIVE :

Seeking a job that will bring the knowledge , skill and experience that is used to work for improve the company's profitability

WORK EXPERIENCE

September 2018 – Present : Industrial and Commercial Bank of China Limited

Position : Senior Officer

Department : Credit Administration

Salary : 28,800

Responsible

- Coordinate all Branches with National Credit Bureau Co.,Ltd(NCB)
- Check the correctness of the document
- Prepare documents to send NCB weekly
- Request a credit report from NCB
- Add watchlist and Bankrubcy to system
- Make monthly reports to departments
- Prepare monthly data to send NCB
- Prepare for annual system testing
- Prepare the e-learning exam for the company

- Coordinate between RM With the insurance company
About insurance premium
- Compare insurance premium in the table
- Monthly report summary

May 2015 - September 2018

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One Asset Management Ltd.

Position : Marketing Support officer

Department : CS (Support)

Salary : 22,000

Responsible

- Verify customer information and documentation
- Send order such as subscription , redemption , swith
at Registrar Department
- Prepare Fund Information and Other Form with
Marketing
- Prepare Term Fund and daily sales summary
- Prepare Fund Comparison Chart
- Coordinate with other departments and assigned
work

July 2010 - May 2015

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Toyota Insurance Broker Ltd.

Position : Operating officer

Salary : 17,584

Responsible

- Coordinate between the insurance company and the
car dealer
- Introduce the car dealer about insurance
- Prepare a premium invoice to place a bill to the
car dealer
- Prepare report to pay monthly premium to send
executives

- Prepare MOU between Dealer and Insurance Company

- Kaizen Event Director

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September 2009 - July 2010

: American International Assurance Ltd.

Position : Administration (Outsource)

Department : Compliance

Salary : 9,000

Responsible

- Open letter of complaint agent to separate the zones such as North , South ...

- Key data into the system

- Coordinate within the organization

EDUCATION

November 2014 - December 2016

: Master's Degree of Business Administration

Major Management

Ramkhamhaeng University

GPA : 3.17/4.00

June 2005 - March 2009

: Bachelor's Degree of Business Administration

Major General Management

Rajamangala University of Technology Rattanakosin

Borpitpimuk Chakrawad

GPA : 2.89/4.00

SKILL

Ability to work under pressure conditions

Typing skills : Thai, 45 words per minute
English, 40 words per minute

Computer skills : Microsoft Office (Word , Excel , Powerpoint)

Language : Fair in English

Certificate : 1.Securities Investment Consultant
2.Non-life Insurance Broker License “6304012975”

REFERENCE

1. Mr.Suriya Phosri , Manager , Toyota Insurance Broker Ltd. Tel. 081-473-0948
2. Ms.Thiparpa Pongsotorn, Manager , One Asset Management Ltd., Tel.089-109-2565