



### **Personal Information**

Name – Surname: Ms. Chotika Polcha

Residential Address: 407, Village No. 8, Sansai Sub-district, Mueang District, Chiangrai Province, 57000

Mobile: 086-3982624

Email: [polcha.kc@gmail.com](mailto:polcha.kc@gmail.com)

Date of Birth: September 01, 1983

Age: 41

Nationality: Thai

Marital Status: Married

Skills:

- Language Skills are fair speaking, listening, reading, and writing.
- Typing Skills; 35 words per minute in Thai and 30 words per minute in English.
- Computer Skills: Microsoft Office skills include Microsoft Word, Microsoft Excel, Microsoft PowerPoint, etc.
- Driving Skills: earn a driving license; give attention to safety rules and regulations, remain alert, and show patience.

Education:

Rattana Bundit University, Bangkok Thailand

Major: Bachelor of Business Administration Program in Marketing

Minor: -

GPA: 2.95

Graduation: 2007

Senior High School, Phuphaman School, Khon Kaen Thailand

GPA: 2.95

Graduation: 2001

Work Experience:

1. Aioi Bangkok Insurance, Bangkok Thailand (2019 – Now)

*Marketing Executive*

- Coordinated with dealers as well as supported and assisted them in several issues
- Achieving sales goals
- Visitation and dealers' relationship management
- Product training and news updates to dealers

2. Allianz C.P. General Insurance CO., LTD. (2015 – 2018)

*Underwriter of the Branch of Chiangrai*

- Consider underwriting (Motor Non-Motor)
- Provide a quotation (Motor Non-Motor)
- Agent coordination
- Issue a policy (Motor Non-Motor)

3. Dhipaya Insurance CO., LTD. (2013 – 2015)

*Marketing Executive*

- To be in charge of the Government Savings Bank, Krung Thai Bank Public Company Limited, and Bank for Agriculture and Agricultural Cooperatives
- Coordinate with several bankers to facilitate and solve the problem
- Banks partner visitation in Chiangrai Phayao Phrae and Nan area
- Collect outstanding debt and participate in partners' activities, booth exhibition
- Open agent policy, expanding agent insurance, providing documents and several reports
- Survey insurance claims with bank offices in case more need of information

4. Southeast Insurance Public Company Limited (2008-2012)

*Marketing Executive at Srikrungbroker Headquarters Bangkok*

- Check insurance premiums for agent and Srikrungbroker offices
- Coordinate with Srikrungbroker and Southeast Insurance Public Company Limited to facilitate and achieve the target
- Issue a policy
- Support and resolve the various problems taking place to achieve the target

Training experience:

1. Influences of Skill, Knowledge, Attitude, and Morality on Job Achievement, Rattana Bundit University
2. Personality Development Course, Dhipaya Insurance CO., LTD
3. Understanding Insurance Knowledge (Non-Motor), Allianz C.P. General Insurance CO., LTD