

## Personal Profile

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**Name:** Miss Suree Chaiyaporn  
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TalingChan, Bangkok 10170, Thailand  
**Contact:** Mobile. 084-636-8853 E-Mail: [pumchaiyaporn@gmail.com](mailto:pumchaiyaporn@gmail.com)  
**Date of Birth:** July, 1985 (Age: 36 Years)  
**Working Exp.:** 7 years  
**Availability:** 30 day



## Professional Summary

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Have almost 14 years of experience in Non-Life Insurance business; 7 years for Southeast Insurance, 2 years for Thaisri Insurance, 1 year for Thanachart Insurance and 4 years for Siam City Insurance

- Good knowledge in Underwriting Property, Miscellaneous and Engineer Insurance
- Good knowledge in Microsoft Excel (Pivot and Formular (lookup, match, if, ect.))
- Basic knowledge in SQL
- Stronger coordinator
- Good listeners can keep details and like learning in the workplace
- Graduated Bachelor's degree in Mathematics Science, from King Mongkut's University of Technology Thonburi (KMUTT)

## Professional Experience

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**Period:** December, 2019 – Present  
**Company Name:** Southeast Insurance PCL.  
**Position:** Deputy Manager (Policy and Regulator Dept.)

**Responsibilities:**

- Monitor Portfolio Mix
- Review PGC checklist / comment / Sign-off (PGC & BAU)
- Monitor LR Underwriting Year & Accounting Year
- Observe ULR (Actuarial ULR Report)
- Observe Treaty Impact Underwriting Year result
- Underwriting Performance Review Monthly Report
- A&H port scan of policy enforce
- Covid forecasting and Covid impact Report
- Covid Report for OIC

**Period:** November, 2014 – November, 2019  
**Company Name:** **Southeast Insurance PCL.**  
**Position:** Deputy Manager (Property & Casualty Underwriting Dept.)  
**Responsibilities:**

- Underwriting Property, Miscellaneous and Engineer Insurance
- Review both new and renewal risks by consider from survey report and loss experience
- Contact with direct account and reinsurance brokers
- Accumulate Block
- The statistics for the rate calculation of premium.
- The monthly statistical report of the Main Class and Business Unit
- Create Sale Kit for SME Package, Homeguard and CPM package

**Period:** October , 2012 – October, 2014  
**Company Name:** **Thaisri Insurance PCL.**  
**Position:** Underwriter of Fire Department ( Fire & IAR)  
**Responsibilities:**

- Underwriting Property Insurance
- Review both new and renewal risks by consider from survey report and loss experience Solving a Problem about Computer System for Applying Efficiently
- Initiate and design fire package for SME business
- Accumulate Block
- The statistics for the rate calculation of premium.

**Period:** October, 2011 – October, 2012  
**Company Name:** **Thanachart Insurance PCL Transfer Thanachart Broker Co.,Ltd**  
**Position:** Staff of Product Development Department Transfer Staff of Strategic Planning  
**Responsibilities:**

- Review both new and renewal risks by consider from survey report and loss experience Solving a Problem about Computer System for Applying Efficiently
- Accumulate Block
- Initiate and design fire package for SME business
- The statistics for the rate calculation of premium.
- The monthly statistical report of the Main Class and Business Unit

**Period:** August, 2007 – September, 2011

**Company Name:** Siam City Insurance PCL

**Position:** Staff of Risk Control Department

**Responsibilities:**

- Underwriting Property Insurance
- Review both new and renewal risks by consider from survey report and loss experience Solving a Problem about Computer System for Applying Efficiently
- Initiate and design fire package for SME business
- Accumulate Block
- The statistics for the rate calculation of premium.
- The monthly statistical report of the Main Class and Business Unit
- Reporting deliver to Office of Insurance Commission (OIC)
- Determining insurance Underwriting Guideline.
- Check the claims and the premium rate for the work must be approval
- Block setup for fire and property.
- Audit policy. (Underwriting Audit)
- Test the system before the actual use of the User in the system, fire and property

### Education Background

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2004-2007 Mathematics Science, Bachelor of Science  
King Mongkut's University of Technology Thonburi (KMUTT)

2001-2003 High School: Pibulwitthayalai School

### Special Skills/Interests

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**Computer** : Technically proficient in Basic Computer  
(Microsoft Office, Excel, Power Point, Access, Internet, E-mail), SQL (Basic)  
Competent in typing Thai and English.

**Technical Skills** : Public Speech, Team Building Activities,

**Hobbies** : Reading, Traveling

**Qualification** : Service minded, Enthusiastic person, Able to work in team  
Able to work under pressure

### Skill Training

- Course training of Engineering Insurance
- Course training of Principle and Practice of Reinsurance
- Course training of Workshops for staff of Underwriting
- Course training of survey to assess the risk
- Finished Course training of Thai ANZIIF Certificate in General Insurance