

# Donnapar Teeranurak

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## Experience

### Jan 2024 – Present

#### **Marketing Special List | Dhipaya Insurance Public Company Limited | Bangkok, Thailand**

- Be responsible for the overall performance of the team in terms of day-to-day operation with existing clients, setting and achieving new business goals, and meeting financial objectives in line with annual budgets.
- Key Corporate Account Management, being the point of contact for the client to manage the renewal, service and claims enquiries, adjustments and ad hoc tasks.
- Report on progress within your team and show how the team are performing in line with the annual plan in the company weekly meeting.

### Aug 2022 – Dec 2023

#### **Sr. Associate Product Management| TMBThanachart Bank Public Company Limited : ttb Broker | Bangkok, Thailand**

- Analyze customer insights to define potential business opportunity for insurance business development for all channels.
- Design and implement strategies to acquire new business and fresh client leads through corporate insurance partners and customers.
- Identify suitable non-life insurance products and key selling points for all channels. Monitor and drive insurance business development projects to the effective outcomes and share the practices for better improvement to achieve the highest level of productivity, operations effectiveness, quality, and customer satisfaction.
- Design and solve problems in process, tools, and solution to be in accordance with the regulations and requirements of banks and partners.
- Coordinate with other line of banks and insurance companies to develop systems to support product launches
- Coordinate, advise and work with external and internal Business Partners to ensure the implementation of process/tools/solution can be according to the specified plan.

**Jan 2022 – Jun 2022**

**Project Assistant (Consultant)| International Organization for Migration (IBM Project) | Bangkok, Thailand**

- Assist IBM project staff in conducting risk assessment at PoE province and write a summary report after the trip
- Take a lead in developing/modify Information, Education and Communication (IEC) materials and procure necessary items by liaising with procurement team.
- Assist IBM project staff in Coordinating with IBM colleagues of IOM Cambodia and local authorities to hold the bilateral dialogue.
- Take a lead in administrative and logistical arrangement that relate to the organization of bilateral meeting which include but not limited to writing correspondence to local authorities, drafting the meeting agenda, finding the meeting venue, writing the meeting report.
- Assist the public health expert to review existing evidence and guidance on COVID-19 related public health measures including on COVID-19 testing, risk assessment, vaccination status and prevention measures. Tasks may include translation, following responses from relevant agencies, information search and analysis, etc.
- Assist IBM project staff to hold the Project Closure Meeting to present Project achievement.
- Develop the Project data collection.
- Support administrative and finance tasks that are incurred within this Project's scope.
- Assist IBM project staff to draft the Project Final Report.

**JULY 2011 – JUNE 2020**

**Project Assistant | International Organization for Migration (TIC Project) | Bangkok, Thailand**

- Assist to monitoring the progress of the whole recruitment processes and handle any unexpected delays.
- Keep track of the individual processing statuses and inform the Program Coordinator and the Assistant Project Manager in case of delays and problems.
- Update and prepare various documents/forms necessary for the processing of the recruitment and deployment Thai workers, as well as upload to the database.
- Perform duty as a support and back-up of hotline phone operators, when necessary.
- Prepare necessary statistical reports by requested (weekly, monthly, quarterly, yearly).
- Assist the Assistant Project Manager in cooperating with Israeli concerned parties regarding recruitment orders.
- Monitor and support Israeli team on any request about recruitment order's requirements.
- Prepare and update database manual.
- Maintain and oversee the entire operation of TIC database.
- Co-ordinate with IT department to provide solutions or necessary improvement for TIC database.

## 2006 – 2011

### **Sr. Sales Coordinator | Federal Express Corporation (FedEx) | Bangkok, Thailand**

- Sales Planning and Analysis: Collect and analyze sales Performance and customer-related; research and propose possible solutions to ensure effective planning of sales strategies to obtain revenue targets for Thailand and Vietnam team.
- Sales Programs and Activities: Provide administrative support for the sales organization; coordinate and participate in regional sales meetings and customer meetings and corroborate and support south pacific team.
- Sales Communications: Prepare sales promotional materials, customer communication and proposals for Account Executives to Present to customers to enhance account development and to ensure that revenue goals are met.
- Reporting: Prepare report on sales performance, trend analysis reports for presentations at the officer and director level; monitor all sales professionals and Managers reporting responsibility to ensure coordination with the regional sales plan, goals and objectives.

## 2004 – 2005

### **Sales Coordinator | Uthai Iyara Park Hotel & Resort | Bangkok, Thailand**

- Coordinate sales order processing to respond to customer requirements such as reservation, price etc. and forward them to related department.
- Providing necessary information to customers and performing post-sales to ensure that all customers satisfy with hotel service.

## Education

Technology Information System Management | Mahidol University | 2011 – 2014

Educational Policy, Management and Leadership | Chulalongkorn University | 2006 – 2008

Horticulture | Chiang Mai University | 1999 – 2002

## Skills

- Fluent in Thai and English.
- Fully competent with all aspects of Microsoft Office and the Internet, Adobe InDesign, Photoshop, Illustrator, Publisher, Visio, C++, HTML, CSS, PHP, SQL, SPSS, GIS and Adobe Premiere Pro.