



## Suwiban Attra ( Goyy)



DOB : 16 SEP 1997



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906/10 Charoen Rat Road,  
Bangkhlo, Bang Kho Laem  
District, Bangkok 10120

## Education

### University of the Thai Chamber of Commerce

Bachelor of Business Administration  
Concentration in General Administration  
| 2023 - PRESENT

## Skill and Expertise

- Microsoft Office Programs
- Problem Solving Skills
- Excellent communication skills
- Customer service
- strong service mind, good interpersonal skill and ability to work under pressure

## Work Experience

### Dhipaya Insurance Public Company Limited

Officer | AUG 2022 - Present

- DEPT: Property & Casualty

RESPONSIBLE:

- Send information for submit and issue policy to the insurer including follow up policy to agent .
- Follow up the policy and deliver the policy to the agent
- Follow up on renewal work and proceed with policy renewal
- Prepare a quotations for agents and close the deal.
- Support agents by providing advice and information

### HUGS INSURANCE BROKER

Administration & Business Support Executive

| NOV 2021 - JULY 2022

- DEPT: Call Center Team

RESPONSIBLE:

- Send information for submit and issue policy to the insurer including follow up policy to customer. .
- Support department telesales and customer service teams
- Support accounting and finance team with regard to invoicing and payment.
- Prepare documents, memo and reports as requested.

### FAIRDEE INSURANCE BROKER

Operations Team | NOV 2020 - NOV 2021

- DEPT: Operations Team

RESPONSIBLE:

- Answer phone calls and provide information services to agents.
- Handle call and e-mail from agents and provider.
- Support accounting and finance team with regard to invoicing and payment.
- Perform other duties and special assignments as required.

### MUENGTHAI BROKER

CUSTOMER SUCCESS | MAY 2020 - NOV 2020

- DEPT: AGENCY PRODUCT

RESPONSIBLE:

- Take care of paperwork and deliver insurance policies to agents and customers.
- Follow up on renewal work and proceed with policy renewal.
- Answer phone calls and provide information services to agents.

### FAIRDEE INSURANCE BROKER

ADMINISTRATIVE | 2019 - MAY 2020

- DEPT: ACCOUNT

RESPONSIBLE:

- Assistant to manage documents, accounts, income - expenses.
- Prepare information and assist in obtaining office equipment.
- Help with various tasks as assigned.