







NATTAPON AKANIBUT

PERSONAL INFO

Name: Mr. Nattapon Akanibut
Gender: Male Age: 29 years old
Date of birth: 17/03/1993
Religion: Buddhist
Nationality: Thai
Marital status: Single

CONTACT

 onver007
 0970239499
 nattapongunnn@hotmail.com
 10Itsaraphap 42 Wat Arun
Bangkok Yai District 10600

SKILLS

Language Skills

- English: Good
- Thai: Excellent

Computer skills: Excellent

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

EDUCATION

Academic year 2013–2016 Bachelor's degree Faculty of Business Administration Major in Marketing, Siam University
Academic year 2011–2013 High Vocational Certificate Business Administration Major in Marketing, Thonburi Commercial College

WORK EXPERIENCE

ASIADIRECT INSURANCE BROKER COMPANY

WORKING PERIOD: 2020–2022

POSITION: SALES SUPPORT

RESPONSIBILITIES

- COORDINATING WITH AGENTS AND INSURANCE COMPANIES
- CHECK PREMIUMS ONLINE THROUGH THE INSURANCE COMPANY SYSTEM
- NOTIFY ABOUT SENDING POLICY INFORMATION AND COMPULSORY-INSURANCE TO AGENTS AND INSURANCE COMPANIES.
- PREPARE DOCUMENT FOLLOW-UP REPORTS FOR INSURANCE COMPANIES

ASIADIRECT INSURANCE BROKER COMPANY

WORKING PERIOD: 2017–2020

POSITION: ADMIN

RESPONSIBILITIES

- RESPONSIBLE FOR DOCUMENTS
- DELIVERY OF VARIOUS DOCUMENTS TO CUSTOMERS

QUALIFICATION

- HAVE A GOOD RELATIONSHIP.
- HAVE A POSITIVE AND ACCEPTING ATTITUDE.
- EXCELLENT INTERPERSONAL AND COMMUNICATION SKILLS.
- HAVE EXCELLENT LEADERSHIP AND INTERPERSONAL SKILLS ON THE JOB.
- ABLE TO WORK EFFECTIVELY WITH OTHERS.
- HAVE AN UNDERSTANDING OF CURRENT MEDIA AND NEW TECHNOLOGIES TO APPLY TO WORK.