

# RATHA JIRAAPHIPAT



## COORDINATOR

### เกี่ยวกับฉัน

- Computer knowledge: Microsoft office (Word, Excel, Power point), Internet, Adobe, Photoshop.
- Good both oral and written English, Thai.
- Services mind, good Relationship with co-worker, outgoing, good communication, energetic, and teamwork skills.

### ประวัติการศึกษา

**2000**

Bachelor of Communication Art  
Major Radio and Television of  
Rangsit University

**1997**

High School  
Satriwithaya 2 High School

### ข้อมูลติดต่อ

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### ประสบการณ์

#### 2019 : NAM SENG INSURANCE PLC.

- Coordinate with new / renewal customers to increase sales in various insurance.
- Coordinate and support about the training of broker agents.
- Coordinate the bidding work for government agencies such as EGAT and other government agencies.
- Provide information about the company's profile on website to interested customers.
- Coordinate the documents related parties and doing as directed from the supervisor to achieve that goal.
- Participate in online training for insurance brokers with Zoom system. In the future will arrange online training with a specific platform.
- Organize training for online insurance broker card renewal via ZOOM system.

### ทักษะเฉพาะด้าน

- Coordinate
- Marketing
- Support Sales
- After Sales Service
- Social Media
- Others

**Aug 2017 – Jun 2019 : TAT ENERGY AND ENGINEERING CO.,LTD**

**Position : Marketing Coordinator**

- Coordinate and support all marketing staff.
- Document coordination in many channels with customers and departments in the office.
- Provide information about the company's software to interested customers.
- Do everything as directed by the supervisor to achieve that goal within the day.

**May 2012 – May 2016 : Website Online of Supplementary food**

**Position : Sales**

- Selling supplementary food on the website online.
- Recommend product information for needs of customers.
- Thinking about of plan to make the promotions on websites and pages for more sales.
- Work on the documents and the total monthly income.
- Receive customer order from the call in.

**Dec 2009 - Apr 2012 : Ananda Development Public Company Limited**

**Position : Property Consultant**

- Consultant related with real estate and customer services with the client after sold products.
- To exceed the sales target of the projects products.
- Take care all services support in branch.
- After sales service information for customers.

**Nov 2005 - Apr 2008 : Citicorp Leasing (Thailand) Co; Ltd "Citibank"**

**Position : Credit Analyst**

- Responsible for soliciting with customers and providing them financial solutions.
- Understand customer's requirement provide guidance.
- Interview customer for the purpose to define loan amount and other conditions.
- Checking and Verifying the completeness and correctness of applications & documents.
- Prepare the document for customer to sign the loan agreement.
- Ensuring good compliance and credit policy.
- Awareness calling customer for their payment and inform next due date to protect late payment.
- Counting and checking money at the end of day for deposit in branch.

**Nov 2004-Nov 2005 : Standard Charter Bank**

**Position: Personal Financial Consultant**

- Introduce services for prospect client located around branch areas.
- To exceed sales target, recommend client to apply for credit and financial solutions.
- Coordinate and prepare related document between HQ and client in order to verify for approval.

## **Sep 2002 – Oct 2004 : California fitness WOW**

### **Position: Fitness Counselor**

- Provide the best exercise programs and the most optimized solution for customer.
- Prepare information and detail of products for prospect customer.
- Consult customer who would like to attend the exercise program.
- After sales service.

### **TRAINING COURSES**

- Organized a training course on renewal of non-life insurance broker certificates
- Learn and train with various types of insurance programs from the teaching media of the working organizations.
- Citicorp Leasing (Thailand) Co; Ltd "Citibank" : in topic of financial such as verify data, check credit bureau, how to take care, control & manage client