

## Resume of

Miss.Kanyakorn Kittichaichupong  
(Noynha)

นางสาว กัลยกร กิตติชัยชูพงศ์ (น้อยหน้า)

45/102 Moo 7, 345 Road, Khlong Khoi  
Subdistrict,

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### **Personal information:**

Age: 31

Date of irth : 07 Jan 1991

Marital status: Married

Nationality: Thai

### **Education:**

Nakhon Phanom University , Faculty of Liberal Arts and  
Science , Early Chidhood education , Start 01 June  
2552 – 20 February 2557

### **Qualification Highlights:**

- Good Services command.
- Fluently in knowledge of business.
- Able to operate MS Word, Excel, Powerpoint,  
Internet and E-mail.
- Able to make a monthly report to monitor sales  
volume.
- Have a private car and driver's license.

## **Work Experience**

### **Deves Insurance**

marketing officer 17 June 2562 - present.

- receive insurance premium payment.
- Offer car insurance premiums,issue a policy
- Call to remind you to renew your insurance

### **Bankof Ayudhya Public company Limited (BAY)**

Customer service officer 05 June 2561-30 December 2561

- Kept records and information about clients.their transactions and withdrawals.
- Answered client inquiries regarding products and services and probed for up-selling opportunities.
- Helped in generating leads for sales team.
- Performed various administrative functions and clerical duties.
- Coordinated and escalated concerns to other departments for immediate resolution.
- Managed notifications and reports.

### **Siam Commercial Bank (SCB)**

Telesale/Sale Office, 16 Jan 2559-17 May 2561

- Bank loan advice.
- Life insurance,Credit card,Deposit fund Give advice on banking products.

## **Personal Data:**

- Good computer skills
- Good relationship
- Excellent health
- Fairin writing, reading,speaking English