

564 Soi Sathupradit  
Yannawa, Bangkok 10120

THE PRACHUAB FRUIT CANNING CO.,LTD  
5/29 Na Ranong Rd., Khlongtoey, Bangkok

Feb 24 2017,

Dear Human Resources Department,

I am writing this cover letter in response to your advertisement on [www.prachuabfruit](http://www.prachuabfruit) for the position; **Marketing Coordinator**.

I graduated Master Degree of Business Administration Major Finance & Banking (G.P.A 3.46) from Ramkhamhaeng University and Bachelor Degree of Science Major Management Technology (G.P.A. 2.96) from King Mongkut's Institute of Technology Ladkrabang. I have experience and worked for Sales Marketing, Purchasing, Planning and Procurement in Manufacture. I am highly skilled in Coordinate, Negotiations, Management customer requirement, Analysis, Planning, Management of production and strong qualification background in Export and Import. I believe that I am able to use the previous experience and skill from last work to adapt and work in this position I have enclosed a resume that details my education, job experience, and other information which may be of interest to you.

I hope my application will receive your favorable consideration and that you will select me for an interview, if you would like additional information, please contact me 098-254-7460.

I am looking forward to hear from you soon.

Yours sincerely,

Wicharnach Srisapattrikanon



**RESUME**  
**MISS WICHARNACH SRISAPATTHIKANON**

**Address:** 564 Soi Sathupradit, Yannawa , Bangkok 10120

**Telephone:** 098-254-7460

**E-mail Address:** wicharnach@hotmail.com

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**Apply for:** Marketing Coordinator

**Expected Salary:** N/A

**Start Work:** 1 month after confirmation job

**Personal Details:**

Date of Birth:	August 7, 1977	Age:	39
Sex:	Female	Marital Status:	Single
Religion:	Buddhism	Nationality:	Thai
Weight:	60 kg.	Height:	155 cm.
Health:	Excellent	Special Interests:	Music, Internet, etc

**Education:**

2006-2008	Master Degree of Business Administration Major Finance & Banking (G.P.A 3.46) Ramkhamhaeng University, Bangkok IS: Risk and Return in credit card business of non-financial organizations
1995-1999:	Bachelor Degree of Science Major Management Technology (G.P.A. 2.96) King Mongkut's Institute of Technology Ladkrabang, Bangkok Special Problem Title: System Development Service Install Transfer and Change number of office Telephone Service.
1992-1995:	Triam Udom Suksa Nomkloa School (Science-Math) G.P.A. 2.6

**Work Experience:****Sep 2016 – Present****Dockweiler Asia Co.,Ltd – Tubes & Fittings stainless steel  
Manufacturing and Warehouse (Germany Company)****Position:****International Sales coordinator in Sales department****Responsibility:**

- Handle, Support customer / Distributor sales and after sales in zone Asia, Europe and Domestic
- Support and coordinate operations with Headquarters in Germany
- Quote Quotation to customer and manage special inquiry from customer
- Plan and manage delivery to customer also issue order confirmation
- Co-ordinate with related parties to delivery to customer's specification (Planning, Purchase, QA, Production, Warehouse, Customer)
- Manage or resolves customer complaints.
- Issue delivery note to production
- Issue invoice to customer and follow up shipment to customer
- Handle and manage document for shipment especially term L/C.
- Asking the customer for payment and collect money
- Support and handle Import / Export ,BOI document (Invoice/ packing list /Contact and booking freight forwarder)
- Manage and organize on sales related document and report sales
- Internal Audit ISO 9001 Version 2015 by TUV

**Jan 2005 – June 2015****Thanulux Public Company Limited –Manufacturing Apparel  
(Thai Company-Saha Group)****Position:****Export Merchandiser in Export Department  
(Sales / Marketing /Purchasing / Procurement)****Responsibility:**

- Taking order & handle customer by account (USA, Japan, Asia and Europe) – Direct customer and via agent in local
- keeping and maintain existing customers
- Find the new customer and maintaining sales target
- Quoting the sales prices and issue the Quotation
- Negotiate with supplier for pricing,
- Control cost of goods
- Control inventory and monitoring material stock
- Coordinate with other departments in order to produce the products According to the customer's specification (Manufacturing, store, Supplier, Customer)
- Provides the production forecast from customer
- Sourcing, Purchasing & deal with supplier to import some raw material
- Issue PO to supplier and follow up the shipment to production on time
- Follow up the payment to supplier
- Plan accessories (Material) needed by the production
- Making order to production (Bom material)
- Plan schedule shipment and production capacity to production
- Issue Invoice to customer and follow up shipment to customer
- Asking the customers for payment
- Report sales activities to direct manager
- Internal Audit ISO 9001 Version 2008/ ISO 14001 by BVQI

**Jan 2004-Jan 2005**      **Bluescope Lysaght (Thailand) Ltd** (Manufacturing Steel)

**Position:**                      **Customer Service & Sales Administrator** in PEB  
(Pre Engineering Building) Department

**Responsibility:**                -Support sales team/ Pre-sales service  
   -Manage customer's requirement from pre-order till delivery  
   -Cooperate and work with other departments to make all projects  
   Run smoothly  
   -Sourcing and allocating all of material,  
   -Issue monthly invoice payment  
   -Handle all internal documents and general administration jobs.

**Additional Information:**

**Typing speed**                      English 40 words/ minute    Thai 50 words / minute

**Languages**                        Fair in English speaking /reading/writing

**Computer**                         **SAP** program, Ms-Office, E-mail, Internet, Visio,

**Special Skill**                      Can drive a car and have a driver license  
   Ability to work under pressure/ Service-minded/ Friendly