



M R . A N E K S U W A N N A P A L

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PERSONAL

Gender: Male

Date of Birth: 26 September 1968

Religion: Christian

Height: 180

Marital Status: Single

EXPERIENCE

Overseas transport Co., Ltd. (April 2011 -Current)

Seafreight Export Customer Service:

- Assist sales to coordinate with customers / suppliers and response to the request within specific time line.
- Maintain and develop customer / supplier relationships.
- Handle any sales or operational issues requested by the network.
- Prepare summary weekly report to customers and agents

Sunrise Logix (Thailand) Co., Ltd. (April 2010 -Current)

Seafreight Export Customer Service:

- Communicate with overseas agents for nominated free-hand shipments.
- Obtain freight rates from liners/co-leaders when required.
- Issue document such as debit noted, invoices, Bill of Lading, etc.
- Arrange bookings from shipping lines, co-loaders and confirm to suppliers, agents the schedules.
- Organize and follow up all the shipping process of the orders.
- Comply with the policy of each customer in terms of pre-shipments,
- shipment advises, documents providing and issuing.
- Send Pre-Alert to oversea, issue invoice and debit note.

Sukhohai Business School (April 2009 – March 2010)

Teacher

- Prepare lessons for IELTS, english conversation, english for the work place.
- Prepared English assignments reviewed and corrected all homework with an emphasis on providing feedback to each student.
- Co-ordinated presentations and demonstrations as part of the teaching curriculum
- Ensure that there is a system of effective communication within the school .

Label and Badge Company Limited (November 2008- March 2009)

Export Sales

- Offer quotations, terms of the sale to customers
- negotiate price with a customer
- Preparing documents for Export (Invoice, Packing list, etc);
- Identify new opportunities and develop new business
- Acquire new clients and prospects
- Present new products to customers

Moderndyestuffs and Pigment Company Limited: (June 2007- 30 September 2009)

Business Development

- Assist Export Marketing Manager in developing marketing communications and promotional activities, and prepare marketing materials (e.g. literatures, promotional materials, give away, displays, etc.) to ensure effective implementation
- Coordinate with respective section in term of delivery that sales items
- Correspond with customers by all channels to fulfill the sale including price quotation up to close the sale.
- Find new customers, implements pre-sales and sales activities to achieve sales targets and enlarging the sale target.
- Coordinate with all parties concerned to make the successful delivery to the customers.
- Collect the complaint from customers for improvement to fulfill them satisfactory.
- Collect data and providing sale plan, sale target marketing strategy and also provide report to the management.
- Implements market prospecting activities in order to maximize the market coverage.

Study Overseas Center: (September 2006- May 2009)

Marketing Executive/Teacher

- Design advertising campaign and publications
- Provide information on available courses
- Introduce new products:
- Write and edit correspondences, letters, etc.
- Teaching Intensive English, writing, intensive speaking and conversation.
- Design course works for English for daily life
- Ensure that there is a system of effective communication within the school .

Radio Thailand News (English program) : (September 2006- January 2007)

Radio Annoucer and News Writer

- Translation of News (local news)
- Search for news and rewrite news (local, global news and weather)
- Read English news for the morning shift
- Write for designated newscasts with clarity, accuracy, and balance.
- Assist news producers as needed.
- Generate topics for radio news broadcast
- Hold regular features meetings where the whole department generates new ideas

Decide which feature will appear in the broadcast.

Nan Mee Co. Limited: Stationery Product

International Business Officer (February 2005 – March 2006)

- Collate, evaluate and monitor marketing information relating to market and competitor intelligence, export and import statistics in key export markets.
- Support Export Marketing Manager in following up and co-ordinate with related functions and export team, in issues relating to product management, new product development and product launch.
- Assist Export Marketing Manager for daily operation work and co-ordinate all export events and marketing activities.
- Ensure the safety procedures are being implemented according to the Company's guideline.
- Search for new supplier
- Coordinate with governmental organization
- Attend domestic and international trade fair
- Follow up on claim, debt note and miscellaneous issue with vendors
- Contact new customers and provide quotation.
- Conduct study visit, interpretation.

International Affairs Division, Bangkok Metropolitan Administration (1998 - January 2005)

Foreign Relations Officer

- Write-rewrite diplomatic and official correspondences with embassies and international agencies for Governor, Permanent Secretary for BMA, executives and City Councilors
- Narrated in VCD presentation for Introduction: City of Bangkok and Bangkok Metropolitan Council
- Co-editor and Writer of Bangkok Voice, statistical handbooks as well as Booklet called Introduction to Bangkok Metropolitan Administration
- Arrange study-visit programs
- Interpretation in official conferences, meetings and seminar

2003–2004 BMA 's Vocational Training School

Teacher

- Introduction in basic English Conversation
- Design course works for English for daily life
- Implemented training course for new recruits

1997–1998 Tourist Bureau

Bangkok, Thailand

Tourism Officer

- Conduct feasibility study
- Design walker map
- Provide information on tourism of Bangkok
- Introduce new tourism products: Unseen Bangkok
- Write and Edit tourism publications

EDUCATION

Phillips University, BBA Major in Economic and Finance	Oklahoma, USA
Maur Hill Prep School, Kansas, USA	
Selwyn School, Texas, USA	
Pathumkongka School	Bangkok, Thailand
Pipattana School, Bangkok, Thailand	

CERTIFICATES

Thammasat University: Briefing and Presentation
Thammasat University: Speech Writing
Thammasat University: International Financial Assistance
Silpakorn University: Tourism
Chulalongkorn University: SME Management
Chulalongkorn University: Skill Building and Personality Development
ITC Language Institute: Advance Translation

Office of the Prime Minister: Foreign Relations

COMPUTER

Word, Outlook, Excel, Phtoshop ad Lotus Note

OTHER SKILLS

- Master of Ceremony (English)
- Translation and InterpretationOther Skills
- Good English typing.
- Service mind, patient and attentive
- Process with ability to communicate with international and Thai clients
- Proficient in English and understands the benefit of being bilingual

EXPECTED SALARY

(Negotialble)