



# NAPASORN SUVIRIYAKUL

MINT

“Seeking a challenging position  
utilize for my creative, coordinate  
inclusive of manage skills that offers  
professional growth and development”

## CONTACT

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Ratchathewi district, Bangkok 10400  
Date of Birth : 18 Sep 1995  
Sex : Female

## QUALIFICATIONS

**Digital Marketing Planning** - I am able to plan social marketing to brand and customer-orientated.

**Fast Learner** - I am a fast learner person who is open mind to learn the new things.

**Can-do Attitude** - I am a positive thinking and always do my best.

**Team Player** - I am a good team player and stronger coordinator.

## LANGUAGES

Thai : Native speaker  
English : Fluent

## SKILLS

- Opera and Marsha program (Hotel's system)
- Good command of Written and Spoken in English
- Proficient in Microsoft Office, and Business E-mail
- Strong coordination

## EDUCATION

Srinakharinwirot University  
2014-2017  
B.A. in Language for Careers major,  
Faculty of Humanities

## WORK EXPERIENCE

2020 - Now / Account Executive (Media)

Thaiware Communication Co., Ltd.

- Presented company services to clients efficiently : Software Solutions, Digital Agency and Thaiware own media (to provided IT, Gadgets content in many social platforms as website, FB, YouTube)
- Managed and maintained long term key accounts relations for Thaiware's own media (Web Banner, Product Review, Advertorial content) ; Smart-home, Callapp, Asus, Lenovo, and Intel
- Managed brand's advertising campaigns that provided 2,000,000 Impressions/month (KPI) by web banner for Lenovo
- Got briefing from clients and coordinated with all team parties such as Content creator and Video editor (Product Review content as a video, an article, and managed social platform)
- Monitored and solved the problem to ensure project can run perfectly
- Planed and prepared proposal presentation for client's inquiry
- Achieved individual KPI (Approached 5 new partnership/month) and Sales target (THB 150K/month)

2019 / Reservation Agent & Sales Coordinator

Marriott Executive Apartment Mayfair - Bangkok

- Handled daily correspondences : both of system and document to operation team, coordinated with guests for their request by call or e-mail before their arriving (High-floor, Airport Transfer)
- Responded to inquire and manual make reservations as needed
- Communicated with each hotel's department, guests, agency, and OTA's partner (Booking.com, Agoda, Ctrip, and Expedia)
- Managed accommodations : Daily and monthly available
- Maintained the relationship with corporate's bookers (Marubeni, US Embassy, CIMB, and XingYu)
- Monitored the selling status, room rates, and benefits of all packages plan
- Submitted sales activities and results report; Opera system, and Marsha system

2017/ Internship

Crowne Plaza Bangkok Lumpini Park

- Three months trainee at Front office department as an operation part
- Provided and facilitated guest's services to got their good impression with hotel
- Inspected room before guests check-in
- Developed myself to be more enthusiastic for a new situation.

2016/ Internship

Strategic Wisdom and Research Institute,  
Srinakharinwirot University

- Improved the skills of using office equipment.
- Collaborate and adjust with older colleagues.