

**RESUME**

**Miss Supa Saetang**

**Expected Jobs:**

**Marketing Co-ordinate**

**Expected Salary:** 22,000 – 25,000

**\*Welcome to work upcountry area if have convenient accommodity or transport.**

**OBJECTIVE**

1. To develop my work experience covering IMPORT- EXPORT DIVISION
2. Looking for new challenge work and system company

**Personnel Information**

**Name** : Supa Saetang **Nick name** : Jeab

**Gender** : Female  **Marital Status** :Single

**Date of Birth** : April 20 , 1987  **Age** : 27

**Height** :168 Centimeters **Weight** :60 Kilograms

**Nationality** :Thai  **Religion :** Buddhism

**Address** : 161 ,Charoennakorn 46 Rd,, Banglumpoolang, khlongsan , Bkk 10600

**Tel**  : 095-897-4159

**E-mail**  : jeab.smile2530@hotmail.com

**Education**

High school : Watratchaorot school , Bangkok (2003 - 2006 )

Major : Japanese

Cumulative Grade Point Average (GPA): 3.47

Bachelor : Silpakorn University , Bangkok ( 2006 - 2009 )

Major : Art History Minor : Guide

***Thesis / Reserch***:***The watthongthummachart ‘ s painting.***

Cumulative Grade Point Average (GPA) : 2.78

**Activities**

2004 : The certificate for the championship prize of a group competition of

singing Japan song in high school.

2004 : The certificate for the championship prize of web- designing

project in high school.

2009 : The certificate of guide curriculum

**SKILLS**

**Computer:** MS Office (Word, Excel, PowerPoint)

Multimedia Program such as Adobe Photoshop, Nero

**Typing :** *Thai* 20 wpm and *English* 15 wpm

**Language:** *English* Speaking : Fair Listening : Fair

Reading : Good Writing : Fair

Working experiences

**15/06/2014 – Present : Logistic coordinate : BDP International Co.,ltd**

- Arrange vessel schedule after receive all orders in each day

- Coordinate with warehouse, shipping, allocation carrier in order to plan to send cargoes as

Customer’s inquiry in time both airfreight, LCL

- Courier sample via DHL, PMJ in each shipment.

**12/04/2013 – 30/05/2014 : Cs-Import : Leo global logistics co.,ltd**

**-** Send or receive pre-alert from abroad agent for order incoming both airfreight, LCL, FCL

- Forward export document (bl, invoice, packing list etc) to shipping in order to clear import cargoes through custom clearance after vessel departed

- Send import tax paper to customer in order to pay tax

- Calculate expense in order that exchange D/O with carrier and other expenses after shipment finished already

**31/10/2012 – 31/03/2013 : Sales Co-ordinating : Siam Ampro Intertrade co,ltd**

- Dealing with marketing department after sales finished

- Doing sales contract and proforma invoice for sales confirmation.

**01/09/2011- 30/09/2012 : Export Officer : Bangkok Rice co,ltd.**

- Dealing with custom clearance to ask for commodity standard certificate before

resisting safety shipment , such as , มส.13 certificate for export rice , Phytosanitary,

telex , Form A

- Handle all the export document ( Invoice, B/L , Packing List , Certificate of origin , B/L

Fumigation Cert etc.) forpresentation them through bank depends upon condition terms ;

D/P, D/A , T/T, L/C, CIF.

- Calculating B/L’s Expenses after B/L completed

- Summarized Quota Europe rice in order to reduce import tax for customer

**01/04/2011 - 31/08/2011 : Export Assistant : Riceland foods co.,ltd**

**-** Doing certificate such as telex , มส.13 certificate for export rice, presented custom clearance

to permit exporting rice

**-** Handle all the documents to forward customer for clear the goods, such as, Proforma Invoice, Packing list ,Certificate of Origin, B/L, C/O etc.

**01/06/2010-01/03/2011 : Reservation , Export Officer : Siam Intertrade Combine Co.,Ltd**

- Booking important hotel and the tickets for customer

- Dealing with supplier for order product as per clients’s enquiries

- Handle all the documents to forward customer for clear the goods, such as, Proforma Invoice, Packing list , Certificate of Origin, B/L, C/O etc.

- Calculate containers cube containing all products in each shipment

**STRENGTHS**

*Ambitious*: work hard and good responsibility to achieve my life’s goals

*Creative*: always imagine, dare to do and try the new things

*Optimistic*: positive thinking, cheerful and lively

*Good looking* : good personality and contemporary