



HIRUN RATTANIMIT

Contact

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About me

At 29 years old, motivated and detail-oriented professional. with experience in the e-commerce and hospitality industry. Skilled at managing tasks under pressure, prioritizing effectively, and collaborative with the team setting. Adaptable to challenges with a growth mindset, focused on self-development to enhance my skills and contributions.

Education

Bachelor of Business Administration
Major:
Hospitality and Tourism Management
Assumption University | 2022

Certification

- Google Data Analytics (2024)**
- Google UX Design (2024)**

Experience

E-Commerce Operation

168 Gadget CO.,LTD

July - October 2022

- Managing operational processes on the marketplace platforms including Shopee, Lazada, and Nocr.
- Overseeing order management, shipping, returns, and new products launching.
- Managing inventory levels and ordering with suppliers based on market demand.
- Entering daily sales data into the database to calculate daily stock balances.
- Creating sales forecasts by using the Moving Average method to predict inventory needs and optimize purchasing strategies.
- Coordinating with the warehouse team, customer service, suppliers, and partners.

Front Office Internship

Avani Sukhumvit Bangkok Hotel

April - July 2022

- Coordinating with colleagues to manage check-ins, check-outs, and guest services efficiently.
- Handle data recording, organizing, and updating guest arrival and departure lists.
- Communicating with customers to provide information and services to meet their satisfaction.

Skills

Soft Skills:

- Analytical Thinking
- Problem-solving & Decision Making
- Time Management
- Adaptability & Active Learning

Hard Skills:

- SQL
- Python
- Tableau
- Microsoft Excel
- Google Sheet