HIRUN RATTANANIMIT

Contact

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📍 Ramkhamhaeng, Bangkok, 10240

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

Administrative & Sales Coordinator
Kitchen First CO.,LTD
November 2024 - Present

- Create quotations and invoices using Excel.
- Verify prices before and after tax to ensure accuracy before sending to clients.
- Use Excel formulas and functions to automate pricing calculations and reduce errors.
- Manage the company's Facebook page and update contents.

E-commerce Operation
168 Gadget CO.,LTD
July - October 2022

- Managed operational processes on the marketplace platforms including Shopee, Lazada, and Nocnoc.
- Oversaw order management, shipping, returns, and new products launched.
- Managed inventory levels and ordering with suppliers based on market demand.
- Entered daily sales data into the database to calculate daily stock balances.
- Created sales forecasts by using the Moving Average method to predict inventory needs and optimize purchasing strategies.
- Coordinated with the warehouse team, customer service, suppliers, and partners.

Front Office Internship
Avani Sukhumvit Bangkok Hotel
April - July 2022

- Coordinated with colleagues to manage check-ins, check-outs, and guest services efficiently.
- Handled data recording, organized, and updated guest arrival and departure lists.
- Communicated with customers to provide information and services to meet their satisfaction.

Skills

Hard Skills:

- **Programming**: SQL, Python
- **Tools**: Tableau, Canva, Google Sheet, MS Excel (Pivot Table, VLOOKUP)

Soft Skills:

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