



Tanaporn Senarach

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Date of Birth : 02 October 1996 (Age:27)

Summary

Multi skilling person with 4 year experience. Start with Human Resources Administrative (Internship program) for 4 months in Four star Hotel, Another 1 year be as Customer Management Representative in Fin-tech company and 1 year plus be as Merchant onboarding in Fin-tech and food delivery company. able to operate MS office such as Excel, Google sheet, PPT. Have a strong interpersonal and communication skills able handle many tasks at once and be a problem solver. believe in "can do" attitude, fast learner and hard worker

EDUCATION

GRADUATED : 2019 AUGUST, MAHASARAKHAM UNIVERSITY

BACHELOR OF ARTS FACULTY OF TOURISM AND HOTEL MANAGEMENT

MAJOR : HOTEL MANAGEMENT MINOR : JAPANESE

Experience

Business Development Associate (SaaS)

2023 Mar - Present

Oakra Software IT

Responsibilities :

- Develop and execute sales strategies to achieve revenue goals and increase customer acquisition and retention.
- Provide regular sales reports and forecasts to senior management to inform business decisions.
- Monitor sales and create weekly performance reports for clients.
- Meeting planned sales & KPI goals
- Execute the sales activities independently according to the plan & follow up on work results.
- Conduct product demonstrations and presentations to potential clients
- Oversee the end-to-end delivery of sales
- Drive sales growth by achieving assigned sales and vendor targets
- Seek new opportunities through networking, cold calling

Key Account Executive

2022 Jul - 2023 Feb

LINE Company (thailand)

Responsibilities :

- Seek and research new suppliers to fulfill the assortment plan as assigned by the strategy Assist suppliers to onboard from beginning to end
- Manage the onboarding of suppliers as assigned to your specific category
- Keep records of supplier transactions
- Provide necessary reports to suppliers and upper management
- Execute the tactics of the assortment strategy and trade
- Service multiple clients concurrently, often meeting deadlines
- Analyzing sales trends and insights to identify appropriate product selection the platform
- Develop online merchandising and promotional proposals to achieve sales targets.
- Communicating the direction of campaigns and promotional events on the platform to sellers

Merchant Onboarding on Shopee (Analyst Operation)
ShopeePay & ShopeeFood Thailand
Business : Fin-Tech , Food Delivery
Responsibilities :

2021 Mar - 2022 June

- Create and onboard merchant on platform
- Monitoring visible merchant on platform to always be correct
- Monitoring merchant on system (Payment Method, Merchant status etc.)
- Checking merchant information following company's policy before onboarding on platform
- Support and Coordinate with other department that is related to onboard merchant
- Contact merchant when they need to change their information on POS system (Ocha)

Customer Management Representative
Ascend Group Co., Ltd.
Responsibilities :

2020 Feb - 2021 Feb

- Serve customer for True Money Wallet through Salesforce system via Live chat
- support and giving advice to customer when they have issue such as Login, Wallet top-up, Promotion information , Campaign etc.
- Coordinate with relate team and transfer issue to each team to solving issue from their part

Human Resources Administrative (Internship)
Aloft Bangkok Sukhumvit 11
Responsibilities :

2019 Mar - 2019 June

- Coordinate both internal and external
- Manage work permit and visa for employees
- Creative and manage activity (purchase stuff, make brochure or poster) for employees
- Welcome new joiner (Check document, provide necessary stuff)
- Support HR Manager