



RAPHIPHON KHECHONCHIT

- SENIOR EXECUTIVE ASSISTANT
- MARKETING
- HUMAN RESOURCES

CONTACT

☎ +44 79882 98582

✉ raphiphon.t@gmail.com

📍 Flat A712, Bailey Fields, 4
Rockingham Street,
Sheffield, S14LZ
United Kingdom

📍 123/127, Moniit,
Sukhumvit 64 Road, Bang
Chak, Phra Khanong, 10260
Bangkok, Thailand

EDUCATION

January 2023 - January 2024
SHEFFIELD HALLAM UNIVERSITY

- Master of Arts in Digital
Media Management

2003 - 2007
**SAKON NAKHON RAJABHAT
UNIVERSITY**

- Bachelor of Arts in English for
Business Communication
- GPA: 3.49 / 4.0

SKILLS

- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Design Thinking

LANGUAGES

- Thai (Native)
- English (Fluent)

PROFILE

Experienced Senior Executive Assistant with nine years of experience providing high-level support to management. As a self-starter known for initiative, I excel in multitasking environments. My organizational skills, coupled with a proactive approach, enable me to streamline processes, optimize efficiency, and drive successful outcomes.

WORK EXPERIENCE

● **Frasers Property Holdings (Thailand) Co., Ltd.** 2018 - 2022
Senior Executive Assistant to Senior Vice President

- Acting as the first point of contact and providing full administrative support to SVP
- Prepare reports and presentations for meetings, take minutes in internal meetings, and follow up on the progress of all functions.
- Manage appointments, itineraries, and welcome guests and visitors.
- Handle incoming and outgoing documents.
- Successfully in interacting with all levels of management and staff both internal and external organization.
- Organizing meetings both in the meeting room and via Zoom video conference and appointments to the director and senior vice president
- Monitor and review budget expenses.
- Reimburses expenses for SVP and other expenses of the company by using SAP program
- Managed other ad-hoc works related to HR and Risk Management as assigned by Senior Vice President;
 - Arranged Design Thinking Training
 - CSR program
 - IT Security Awareness Training

ACHIEVEMENT:

- Launch the Company Handbook by collaborating with all departments in the company
- Contributed to cost savings for the company by identifying and eliminating unnecessary expenses.



CONTACT

+44 79882 98582

raphiphon.t@gmail.com

Flat A712, Bailey Fields, 4
Rockingham Street,
Sheffield, S14LZ
United Kingdom

123/127, Moniik,
Sukhumvit 64 Road, Bang
Chak, Phra Khanong, 10260
Bangkok, Thailand

EDUCATION

January 2023 - January 2024
SHEFFIELD HALLAM UNIVERSITY

- Master of Arts in Digital
Media Management

2003 - 2007
**SAKON NAKHON RAJABHAT
UNIVERSITY**

- Bachelor of Arts in English for
Business Communication
- GPA: 3.49 / 4.0

SKILLS

- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Design Thinking

LANGUAGES

- Thai (Native)
- English (Fluent)

MC Lift & Solutions Co., Ltd.
(A subsidiary of Mitsubishi Corporation)

2013 - 2018

Personal Assistant to Managing Director
and Compliance Officer

- Worked as personal assistant to the managing director to support the management level in all concerned activities.
- Handled minutes taking of BOD/EGM/OGM meetings, prepare reports and presentation
- Reimbursed and follow up on MD's expenses.
- Plan and organize MD's schedule
- Handled confidential documents ensuring they remain secure
- Supported both business and private matters.
- Provided support for travel arrangements including air ticket, hotel booking
- Received and screened phone calls and redirected them when appropriate.
- Other related jobs as a personal assistant will be assigned by the Managing Director

Compliance Officer

- Implemented new staff training process and provided materials to them
- Arranged Crisis Management Policy
- Responsibility for stamp duty payment at Revenue Department
- Coordinated with the related party such as legal affairs

Senior Exporter

- Handle the orders and delivery management of elevator & escalator equipment from Japanese manufacturers and sales agents from all over the world.
- Responsibilities for shipping documents such as issuing invoices& packing lists, and Invoices for Form D.
- Coordinating with sales agents and manufacturers regarding delivery arrangements.
- Responsibilities for money collected from sales agents.
- Monthly reports to the Japanese Manager.

ACHIEVEMENT:

- Promoted from Senior Exporter to the position of Personal Assistant and Company Compliance.
- Contributed to cost savings for the company by identifying and eliminating unnecessary expenses.



CONTACT

+44 79882 98582

raphiphon.t@gmail.com

Flat A712, Bailey Fields, 4
Rockingham Street,
Sheffield, S14LZ
United Kingdom

123/127, Moniik,
Sukhumvit 64 Road, Bang
Chak, Phra Khanong, 10260
Bangkok, Thailand

EDUCATION

January 2023 - January 2024
SHEFFIELD HALLAM UNIVERSITY

- Master of Arts in Digital
Media Management

2003 - 2007
SAKON NAKHON RAJABHAT
UNIVERSITY

- Bachelor of Arts in English for
Business Communication
- GPA: 3.49 / 4.0

SKILLS

- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Design Thinking

LANGUAGES

- Thai (Native)
- English (Fluent)

Asian Tigers Transpo International Ltd.

2011 - 2013

Senior Export Freight Coordinator/ Sale Support

- Contact with Shipping Line/freight forwarder regarding the vessel information and negotiated for freight rates.
- Issue invoice and packing list and documentation related to export.
- Book space container with freight forwarders.
- Co-ordinate with the Warehouse Department for operational works.
- Coordinated with the line haul/truck to pick up the container for loading.
- Contact OMIC for Phyto / fumigation of some wooden packaging.
- Checked and amended the correctness of documentation such as B/L, invoice, and packing list.
- Update ocean freight rates every month.
- Check the vessel's transit time and ETA vessel for Door to door-to-port shipment.
- Planning for loading household goods.
- Report shipments monthly.
- Support sales for addition special requests.

ACHIEVEMENT:

- Promoted from Export Freight Coordinator to the position of Senior Exporter and Sales Support

Krungtheppitthaya School/ Praphamontree III School

2007 - 2011

Teacher/ Teaching Assistant

Teacher

- I was a class teacher for kindergarten, year 3, and year 9.
- Responsibilities for preparing lesson plans, materials, and activities for the classroom.
- Evaluated, corrected, and graded the performance of 180 students.
- Arranged activities in the schools such as English camp and crosswords.

Teaching Assistant

- Assisted 3 native (English) teachers with classroom management and document coordination to maintain a positive learning environment.

REFERENCE

Mr. Tomoki Tsuda

General Manager

Mitsubishi Corporation

Phone: 81-70-2466-1296

Email: tomoki.tsuda@mitsubishicorp.com

Mr. Nopparat Piyaattayanotin

Senior Vice President FA

Frasers Property Holdings
(Thailand) Co., Ltd.

Email: nopparat.p@frasersproperty.com



Sheffield Hallam
University

Raphiphon Khechonchit

has been awarded the degree of

Master of Arts

with

Distinction

having followed an approved programme in

Digital Media Management

27 February 2024

Heena A. Kennedy

Chancellor

W. Ross

Vice-Chancellor



Subject: Letter of Recommendation for Raphiphon Khechonchit

I am delighted to write this letter of recommendation for Raphiphon, an exceptional student at Sheffield Hallam University who has recently completed the MA Digital Media Management course in January 2024.

Raphiphon has consistently demonstrated excellence in her academic pursuits, producing thoughtful and innovative work that showcases a remarkable blend of creative and technical talents. Whether working independently or in collaborative group projects, she has proven to be a motivated and capable individual, making significant contributions to the success of many projects.

Her ability to fuse creative and technical skills, coupled with excellent organizational abilities, has resulted in the development of original and robust projects. This unique combination, along with her proficiency in team collaboration and self-management, highlights her dedication to delivering high-quality work. Raphiphon has displayed a strong critical awareness and consistently formulated well-researched solutions to complex problems.

A notable achievement in her academic journey is Raphiphon's outstanding work on a successful video interviewing and research project. This project showcased her proficiency in video production, project management, online and social media and the ability to deliver high-impact results. Additionally, the experience significantly contributed to her personal growth by enhancing her confidence and communication skills.

Raphiphon is characterized by an excellent work ethic, determination, and a strong sense of responsibility. She is a pleasant and polite student who has demonstrated excellent team working and professionalism throughout her studies.

I am confident that Raphiphon will make the most of opportunities presented to her and will have a very bright future ahead, making valuable contributions to the field of digital media and communication. Her exceptional skills, dedication, and proven track record position her as a standout candidate for any professional setting.

Wishing Raphiphon continued success in her future career.

Sincerely,



John Hayes

Principal Lecturer
Course Leader MA Digital Media Management
Department of Media Arts and Communication



TESOL, Sheffield Institute of Education

Confidential Reference

Date: 11th January 2024
Applicant's name: **Raphiphon Khechonchit**
Nationality: Thai

I was fortunate to know Ms. Raphiphon as Course Leader on the Pre-session English for Academic Purposes programme, which she started in October 2022, and completed in December 2022 before progressing to her destination course (MA Digital Media Management). I was also one of her two main tutors on the Pre-session course. Ms. Raphiphon's commitment and engagement with the lessons was outstanding. She engaged extremely well with teaching staff, class members, and the learning content. Her approach to her studies was extremely mature and focussed.

Ms. Raphiphon was hardworking and reliable. She was clearly in the role of class leader – instrumental in organising classroom and social activities, and working hard to support and motivate her peers. Moreover, she demonstrated autonomy and an aptitude for learning. She was ceaselessly positive, engaged and genuinely a joy to teach. Ms. Raphiphon contributed enormously to positive classroom dynamics and set an excellent example for the other students on the course to follow.

In addition, Ms. Raphiphon's progress in English was excellent. She was diligent in working on her weaknesses and completed the course with an overall B2 level, which was sufficient for her to progress onto her MA.

Based on Ms. Raphiphon's language level and outstanding personal qualities, I can state confidently that she would be asset to any employment position.

Should you have any further questions, I would be grateful if you could contact me using the email address provided below.

Lyndon Taylor
Senior Lecturer,
English for Academic Purposes
Email: Lyndon.Taylor@shu.ac.uk

January 9th, 2024

To Whom It May Concern,

It is my great pleasure to write this letter of recommendation for Ms. Raphiphon Khechonchit. Until March 2017, I had been Managing Director of MC Lift & Solutions Co., Ltd., which is the subsidiary of Mitsubishi Corporation. Ms. Raphiphon was one of my immediate subordinates and also concurrently served as my secretary for 3 years. I found her to be consistently pleasant, tackling and struggling all assignments with her skill, dedication, and smile.

Besides being a joy to work with, Ms. Raphiphon is fully take-charge person who is able to present creative ideas, to productive suggestions, and to communicate the benefits. She has successfully managed and coordinated the Company's internal mission, such as making internal rules/principles/guideline and executed those with full responsibility and great passion. I can declare she had contributed to establish strong operating foundation since the early stage of our Company. Ms. Raphiphon was also extraordinary helpful in other areas of the company, especially contributed to Thai-to-English translation by her language skill.

I definitely recommend Ms. Raphiphon as a rare candidate that will be successful in your esteemed company or whatever endeavor she chooses to pursue with her strong will. I would not hesitate to accept Ms. Raphiphon if she wants. If you need any further information about Ms. Raphiphon, please do not hesitate to contact me through e-mail ("tomoki.tsuda@mitsubishicorp.com").

Yours Sincerely,



TOMOKI TSUDA

General Manager

Strategy Planning Office

Industrial Machinery Division