



PORNTITA EIMSUB

NICKNAME:YUIZ

CONTACT

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📍 188/217 Pleno Vibhavadi-Don Mueang, Lak Hok, Mueang Pathum Thani District, Pathum Thani, Thailand 12000

EDUCATION

2008-2011

THAMMASAT UNIVERSITY

- B.A. Interdisciplinary Studies of Social Science

SKILLS

- Good command of spoken and written English
- Japanese N5
- Microsoft Excel
- Microsoft Word
- Microsoft Power Point
- SPSS
- TISI
- Adobe Photoshop

WORK EXPERIENCE

- **Tachibana Sales (Bangkok) Co., Ltd.** 2018 - PRESENT
Sales Coordinator
 - Support various tasks for the Export/Import team
 - Coordinate with forwarder shipping by air freight and vessel to prepare Export/Import documents (Nippon Express NEC Logistics, Yusen Logistics, DHL, FedEx, Alps Logistics)
 - Issue quotation new product for customer
 - Create and manage delivery documents such as Billing, invoice, delivery tag and delivery order and ensure every order is processed and on time delivery.
 - Monitor stock, analyze customer's forecast and issue PO to suppliers to ensure appropriate stock for customer.
 - Claim process report in case customer found NG in their line production.
 - Contact Customs Department for the necessary documents for Import/Export
- **Huawei Technologies (Thailand) Co., Ltd.** 2014-2018
Billing Assistant
 - Responsible for billing management, preparing billing
 - Work closely with project team for routing of newly obtained certificate within specified timeline/KPI oriented.
- **Toshiba Consumer Products (Thailand) Co., Ltd.** 2012-2013
Administration officer
 - Documents management, coordination. Including preparation of reports, correspondence and published documents presented to manager

REFERENCE

Chayapa Chiwananthakul

Tachibana Sales (Bangkok) Co., Ltd./ Sales Manager

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