

PANORN SODSRI



PERSONAL INFORMATION

Date of birth : 21/September/1998
Age : 26 years
Height : 163 cm.
Weight : 55 kg.
Nationality : Thai
Religion : Buddhist
Status : Single

EDUCATION

Bachelor's degree

Year of graduation : 2021
Sripatum University Chonburi Campus
Major: Modern Administraion and
Management.
GPA : 2.14

CONTACT



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18/32 Bunthavorn Village 4, Noen
Phra Subdistrict, Mueang District
Rayong Province 21150

OBJECTIVE

I have two years of experience as a sales representative, specializing in communication and coordination. My skills include working with both customers and suppliers, preparing contractor documents for work access and training sessions, and scheduling client meetings to present marketing services for the company.

I am proficient in using MS Office and excel at handling complex problem-solving tasks. I thrive under pressure, maintain a high level of honesty, and consistently demonstrate enthusiasm in my work. I am eager to learn new things and can effectively collaborate with others to achieve high-quality results.

WORK EXPERIENCE

GOLDEN CITY RAYONG HOTEL

Duration : 7 months

Position : **Intern, Accounting Department**

Work details :

- Key documents related to accounting into the program.
- Store various billing documents, sorted by date, sorted.

COMPART COMPRESSOR TECHNOLOGYCO.,LTD.

Duration : 2 year 4 months

Position : **Sales Representative**

Work details :

- Contact to find new customers Maintain the existing customer. base and make a meeting appointment to request a presentation of company information.
- Coordinate with customers to visite survey and with contractors. Prepare various documents such as training request documents.
- Documents requesting to work in the area. Offer prices to customers and place bills.
- Source and order tools and equipment and make a list of tools. Issue an invoice to customer.

SKILLS

Thai language : Excellent
English : Good
Computer : Good
Teamwork skills : Excellent
Customer Relationship Management (CRM)
: Excellent
Time Management and Multitasking : Excellent