

Curriculum Vitae

Panadda Meekaew

Address: 85/1078 Wisetsuk nakorn village 18/18, Pracha Uthit 79 rd.

Thung Khru Bangkok, Thailand 10140

Email: panadda.mkw@gmail.com

Mobile phone: +6664-191-5942



PERSONAL STATEMENT

I am currently seeking a new opportunity to further my skills and experiences working in high pressure environments where both colleagues and clients impose tight deadlines. I am a highly motivated person who is dedicated to the task at hand. My main strengths are determination, adaptability, ability to work under pressure, capability to operate within team and motivation to get the job done perfectly. Moreover, I am hoping for the opportunity to build a long term relationship with an organization that continues to challenge and develop myself as an individual and as a team player.

OBJECTIVE

My objective is to work involved in Sales and Marketing path. I would like to work in an environment that can provide me with challenges and also provide an opportunity to enhance my knowledge, skills and expertise. My ideal job would be working with a motivated team in a leading position, engaging in difficult problems of process development and analysis. I am looking for career not for a job. I would like to climb up and progress in this career path

EDUCATION

| | |
|--------------------|--|
| 2005 - 2009 | Kasetsart University, Thailand Bachelor degree of Business Administration: International Business Management, Department of Management Science Cumulative GPA: 3.43 out of 4.00, graduation date: March, 2009. |
| 1999-2005 | Rajchaprasasamasai Secondary School, Samutprakarn, Thailand |
| 1993-1999 | Rajchaprasasamasai School, Samutprakarn, Thailand |

SKILLS

| | |
|----------------------|---|
| Communication | Strong and confident communicator |
| Personal | Enthusiastic, quick to learn with good interpersonal and organizational skills. Have a high sense of responsibility; committed to work. Positive attitude and open mind |
| Computing | SAP, Microsoft office, Lotus notes, The AX4-Programme, Covisint, Outlook, Webex Meeting |
| Language | English (good), Thai (native), German (Beginner) |

WORK EXPERIENCE

Aug 2016 – Feb 2020 Aeroklas Co.,Ltd, Bangkok Thailand

Internation Business, OEM Export Sales Executive.

- Develop and maintain positive business and customer relationships with existing customers in the assigned market segment base to cultivate business.
- Quote prices and credit terms as agreement for orders received
- Monitor the forecast order in customer's system for preparing products and compare the volume to the confirmed order to deliver.
- Keep updating to customers regarding the order status until shipment. Including coordination nominated freight forwarder to confirm the quantity of delivered products and the picked up time.
- Process to issue the forecast/confirmed order detail to planning team for supporting to production plan.
- Expedite the resolution of customer problems and complaints to maximize satisfaction. Including perform related troubleshooting tasks based on skill level.
- Coordinate with costing team to perform cost-benefit and needs analysis of customers to meet their needs and maintain the standard material quality.
- Prepare and provide to tooling payment documents to customer for payment process.
- Keep following up the outstanding invoice and inform accounting team regarding to payment progress.
- Work with team members and internal departments such as production planning team, costing team, purchasing team, QA team, PDM team, production team, accounting team, shipping team, warehouse & logistic team on the working process or projects such as OEM new/modify mold project or OEM new model/part project, etc.
- Provide weekly loading plan report, monthly sales report summary and contribute to the annual sales forecast for supporting the business plan.
- Contribute to team effort by accomplishing related results as needed.

Jan 2015 – Jul 2016 NP Auto Refinishes Co.,Ltd, Bangkok Thailand

Sales: Car Dealer Channel, Sales Representative.

- Establish, develop and maintain business relationships with existing and prospective customers in the assigned market segment to generate business for the organization's products.
- Collaborate with Dealers for growing, expanding their business or looking for new opportunities to increase the potential of customers by presenting, promoting, building good relationship and selling products to their existing and prospective End Users which increase the sales presentation of the company's products continuously and sustainably.
- Focus on sales efforts by analysing the sales volume of each dealers in order to make a Sales plan or Sales forecast each month and adjust content of sales presentations for supporting and achieving sales targets.
- Submit orders by referring to price lists and product literature. Including following up inventory reports (Stock report) to manage sales in accordance with production plans and meet the needs of customers.
- Achieve agreed upon sales targets of individual and team within timescale.
- Resolve customer's problems and complaints promptly by investigating problems; preparing reports and making recommendations to supervisor and manager.
- Supply management with oral and writing reports on customer needs, problems, interests, competitive activities and potential for new products and services.
- Keep management inform by submitting activity and results reports, such as daily call reports, weekly/monthly work reports, weekly/monthly work plans.
- Monitor competition by gathering current marketplace information on pricing, products, new products, merchandising techniques, etc.
- Keep following up the outstanding invoice and inform accounting team regarding to payment progress. Including debt collection, settlement payment to be completed as payment term and submitting to the company immediately and report the status of the customer.
- Coordinate sales effort with marketing, sales administration, technical service groups, logistics and accounting on the working process.
- Contribute to team effort by accomplishing organization goals.

Brand and Colour Management, Officer.

- Proceed all process; preparing, purchasing, coordinating and supervising the promotional and marketing materials for supporting Promotion Campaigns to both customers who are Dealers and End Users.
- Proceed all process; preparing, purchasing, coordinating and supervising the marketing and Sales tools such as Colour Cards, Brochures, Leaflets or the publication of all publicity material publications for brand promotion and promotion Campaigns.
- Plan, manage and deliver marketing campaigns as agreed within timescales.
- Prepare, plan and manage marketing events and evaluating the success and effectiveness of marketing activities.
- Manage and maintains appropriate levels of the stock of all marketing materials or tools kept in stock. Including distribution operation all marketing materials or tools to sales departments for supporting sales promotions.
- Handle and coordinate with the suppliers to design and decorate the colour mixing room of customers' shop or garage and also design and install the shop signboard to customers' shop and garage.
- Arrange and coordinate with supplier regarding the design of new packaging products or repackaging of exist products in response to given briefs from Product Management department. To verify and review the A/W of packaging products meet set requirements and specifications. Including coordinating with Product Management to check packaging for suitability and test for performance under various conditions.
- Liaise with internal team; product management, purchasing, accounting & financial, production and warehouse teams and external suppliers on the working process.
- Supply sufficient information to the marketing manager to enable effective budgetary control of marketing activity and promotion campaign and enable to manage budget and allocate funds appropriately.
- Assist team members with daily marketing tasks and coordinate marketing projects and activities. Including undertaking any reasonable duties at the request of the marketing manager.

PERSONAL INTERESTS

- Doing exercise, Sport such as swimming, running
- Listening Music, Podcasts, Youtube
- Travelling



KASETSART UNIVERSITY



STUDENT NO. 48204259

NAME Miss Panadda MEEKAEW

นางสาว ปันดดา มีแก้ว

DATE OF BIRTH September 25, 1986

PLACE OF BIRTH Thailand

DATE OF ADMISSION May 24, 2005

FACULTY OF Management Sciences

FIELD OF STUDY International Business

DEGREE CONFERRED B.B.A. (International Business)

with Second Class Honours

DATE OF GRADUATION March 7, 2009

| COURSE | | | | COURSE | | | |
|----------------------------------|---|--------------------|----|----------------------------------|---|--------------------|----|
| CODE | COURSE TITLE | GR | CR | CODE | COURSE TITLE | GR | CR |
| <u>First Semester 2005-2006</u> | | | | <u>Second Semester 2007-2008</u> | | | |
| 175121 | Basketball | B+ | 1 | 757231 | Business Law | B+ | 3 |
| 752111 | Information Resources for Research | A | 1 | 757321 | Management Information System | B | 3 |
| 752171 | Philosophy and Logic | B+ | 3 | 757347 | Strategic Thinking Development | B | 3 |
| 753111 | Microeconomics | B+ | 3 | 762312 | International Marketing Management | B | 3 |
| 754111 | Fundamental English I | P | 3 | 762342 | International Logistics | B | 3 |
| 754112 | Fundamental English II | P | 3 | 762344 | International Accounting Systems | B+ | 3 |
| 754113 | Fundamental English III | B+ | 3 | 762491 | Research Methods in Business | B+ | 3 |
| 757111 | Introduction to Business | B+ | 3 | | sem. G.P.A. = 3.21 | cum. G.P.A. = 3.38 | |
| 999021 | Thai Language for Communication | A | 3 | <u>First Semester 2008-2009</u> | | | |
| 999141 | Man and Society | A | 3 | 757442 | Strategic Management | A | 3 |
| | sem. G.P.A. = 3.68 | cum. G.P.A. = 3.68 | | 762314 | International Investment | A | 3 |
| <u>Second Semester 2005-2006</u> | | | | 762332 | International Trade Law | A | 3 |
| 175126 | Takraw | A | 1 | 762431 | International Institutions and Politics | B+ | 3 |
| 751112 | Social and Politics | A | 3 | | sem. G.P.A. = 3.88 | cum. G.P.A. = 3.43 | |
| 754271 | English for Careers | B+ | 3 | <u>Second Semester 2008-2009</u> | | | |
| 757112 | Organization and Management | A | 3 | 757444 | Process Analysis and Design in Busines | B | 3 |
| 757121 | Fundamental Computer for Business | A | 3 | 762343 | International Human Resource Management | B+ | 3 |
| 757123 | Mathematics for Business | A | 3 | 762441 | Global Business Strategies | B | 3 |
| 758111 | Principles of Marketing | B | 3 | 762497 | Seminar | A | 1 |
| 760111 | Principles of Accounting | A | 3 | 762498 | Special Problems | A | 3 |
| | sem. G.P.A. = 3.80 | cum. G.P.A. = 3.74 | | | sem. G.P.A. = 3.42 | cum. G.P.A. = 3.43 | |
| <u>First Semester 2006-2007</u> | | | | TRANSCRIPT CLOSED | | | |
| 753112 | Macroeconomics | B | 3 | | | | |
| 754361 | Business English | B | 3 | | | | |
| 757122 | Business Statistics | A | 3 | | | | |
| 760241 | Accounting for Business Management | A | 3 | | | | |
| 761111 | Principles of Production and Operation | B | 3 | | | | |
| 999213 | Environment, Technology and life | A | 3 | | | | |
| | sem. G.P.A. = 3.50 | cum. G.P.A. = 3.67 | | | | | |
| <u>Second Semester 2006-2007</u> | | | | | | | |
| 355201 | Fundamental English Reading | C+ | 3 | | | | |
| 757221 | Business Forecasting | B | 3 | | | | |
| 757222 | Quantitative Analysis for Business | B+ | 3 | | | | |
| 759211 | Financial Management | A | 3 | | | | |
| 762311 | International Business Management | C+ | 3 | | | | |
| 767111 | Basic Science | C+ | 3 | | | | |
| | sem. G.P.A. = 3.00 | cum. G.P.A. = 3.51 | | | | | |
| <u>First Semester 2007-2008</u> | | | | | | | |
| 460411 | Social and Cultural Changes | A | 3 | | | | |
| 754471 | Business English for International Trade I | D | 3 | | | | |
| 758341 | Marketing Management | B | 3 | | | | |
| 762313 | International Finance Management | A | 3 | | | | |
| 762333 | Analysis of Business Environment in Cross-Culture | B | 3 | | | | |
| 762341 | Export and Import Management | B | 3 | | | | |
| | sem. G.P.A. = 3.00 | cum. G.P.A. = 3.42 | | | | | |

JAKRA RATCHARITH, Assistant Registrar of Si Racha Campus

Given On June 26, 2009

Checked by

NOT VALID WITHOUT EMBOSSED UNIVERSITY SEAL