



# YANEERAT RACHA-INTRA

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## EDUCATION

April 1992

UNIVERSITY OF THE PHILIPPINES

- Bachelor Degree Major in Management
- GPA: 2.57

## PERSONAL INFORMATION

Age : 52

Gender : Female

Date of birth : 07 April 1973

Nationality : Thai

## SKILLS

- Fair command of written and spoken English.
- Computer literacy (MS Word/ Excel/ PowerPoint/ Internet/ Email)
- Good personality, service mind, fast learner, enthusiasm, and positive attitude.
- Communication and interpersonal skills.
- Able to work under pressure and work over the office hour.
- able to adapt to work environments quickly

## WORK EXPERIENCE

### Index Medical & Supply Co., Ltd. Start July 2015 - Present

#### Overseas Purchasing

- Contact both domestic and international
- Search for imported products and manage orders, including checking stock both domestically and internationally
- Manage administrative tasks, billing, and other matters within the office.

#### Sales Representative

- List of responsible hospitals.
  - 1.Public Hospital : Rama Hospital, Siriraj Hospital, Thammasat Hospital, Rajvithi Hospital, Lersin Hospital, Charoenkrung Pracharak Hospital, Pathum Thani Hospital
  - 2.Hospital : Bumrungrad Hospital, BDMS Chain, Phayathai 1 & 2 Hospital, Bangkok Chain Hospital, Bankpakok Chain Hospital, Vimut Hospital
- Regularly present and sell products to existing and new customers. Follow up on payments from hospitals. Also provide customer service throughout the sales and follow up on after-sales service.
- Coordinate with the company to prepare procurement documents for customers.
- Build good relationships between the company and customers.

### Mah boonkrong Food Co., Ltd. 2007-2011

#### Secretary to General Manager

### Johnson & Johnson Thailand Ltd. 1999-2006

#### Asst. Product Manager

- Developed & implemented regional and national marketing activities for the assigned brands under given budget
- Worked with Public Relation agency in organizing events marketing, new product launches, press conferences and other PR activities to strengthen brand image and create trials.

### Vattana Auto Sale and Service Co., Ltd. 1995-1998

#### Secretary to International Marketing Manager

- Responsible for full office administration.
- Contact suppliers / sub-contractors on projects, purchasing and product shipment.
- Coordinate and support other staff to ensure the smooth implementation of activities as requested.

### C. Melcers & Co (Thailand) Ltd. 1992-1995

#### Secretary to Sales Manager

- Perform administrative and general office duties for sales manager.
- Serve and give advice to customers via phone.