

# RESUME

**Jirapa Permpinthong**

(นางสาว จิราภา เพิ่มพิณฑอง)



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## CAREER OBJECTIVE:

Seeking a Sales position, which I will benefit from my sales and marketing experience positive interaction skills and experienced to seeking for a challenging position for develop to be professional and achieves the goal on field.

## SUMMARY:

From more than 9 years of sales experience in hotels career of Government, Non-Government and Corporate firm. I am a self-motivated individual with a record of building revenue and diving market share. Skillful of sales ensure continuous population of near and long-term possibilities. communication skills have an ability to maintain good relations with clients as well as staff and the team. Have a creative approach to new campaigns and has an excellent commercial awareness.

## QUALIFICATION:

- Able to work independently and self-motivated
- Ability to work in a fast-paced environment to set deadlines
- Good negotiation and interpersonal skills
- Strong customer orientation and Service-minded
- Positive attitude
- Quick learning
- Problem solving
- Willing to learn

## PERSONAL INFORMATIONS:

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Birthday: 21 March 1989

Marital: Single

Health: Excellent

Height: 163cm.

Weight: 45kg.

## **CAREER INTERESTS:**

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Position: Marketing Executive  
Expected Salary: 38,000 or negotiate  
Current Salary: 35,000 Baht

## **EDUCATIONAL BACKGROUNDS:**

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2007 – 2011 Mae Fah Luang University, Chaing Rai Bachelor of Business Administration  
(Hospitality Industry Management) GPAX 2.88  
2004- 2007 Nawaminthrachinuthit Satriwitthaya Phutthamonthon School,  
(Art-Japan) GPAX 3.22

## **WORKING EXPERIENCE:**

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### **Le d' tel Bangkok Jan 2019 – Now**

*Sales Manager (Corporate, Government, and NGO both accommodation and function) (Full Time)*

- Take budget 2 hotels both Le d' tel Bangkok and I Residence Hotel Sathorn. Establish new business especially group of Corporate Firm, Government and NGO.
- Making marketing plan and sales budget with Asst. Director of Sales.
- Making plan to penetrate corporate market segments systematically to get the product know.
- Issue marketing plan and package for both hotels.
- Maintain existing account through action plan.
- Making monthly sales report to Managing Director.

### **Felix River Kwai Resort, Kanchanaburi May 2017 – November 2018**

*Sales Manager at Bangkok (Government, Non-Government and Corporate) (Full Time)*

- Establish new business especially group of University, Hospital, Ministry and Corporate Firm.
- Maintain existing account through action plan and accurately update customer records.
- Work with team to do action plan and sales budget.
- Design and create festive package with team to present customers.
- Create and prepare proposals for potential customers, ensuring that all likely additional cost relating to the event have been assessed and accurately communicated.
- Make weekly and monthly sales report.
- Making banquet event order and take care customer onsite.

**Adelphi Forty-Nine, Sukhumvit Road, Bangkok November 2016 – May 2017**

*Executive Sales and Marketing (Corporate and Industrial Estate) (Full Time)*

- Establish new business especially Japanese company and Industrial Estate for using Long stay.
- Maintain existing account both FIT and Long stay.
- Issue and prepare contact rate to corporate company year by year.
- Work with team to create and design monthly special package for FIT and Long stay.
- Make a monthly production report and weekly report to manager.

**Narai Hotel, Silom Road, Bangrak, Bangkok August 2014 – November 2016**

*Sales Executive (Non-Government and Corporate Banquet) (Full Time)*

- Work with Sales Manager to plan sales strategy and implement tactics to achieve budget.
- Establish new business and maintain existing business account through the preparation and execution of action plan.
- Processing sales documentation and especially report.
- Responsible for generating sales each month to meet sales goals.
- Make all correspondences to foreign customers via email, telephone, or visit.
- Making banquet event order and on-site checking before the event.

**Caretery Company Limited, Vibhavadi Rangsit Road May 2011 – June 2014**

*Sales Coordinator and Customer Service (Full Time)*

*Sales banquet and catering (Ploen Restaurant, Caretery catering, Delibites snack box)*

- To support inquiries from customers and follow up customers.
- Communication support via phone and e-mail with customers.
- Present all products to the customers.
- Coordinate and prepare document to relate with each department.
- Maintain existing business account and make a good relationship to customers.
- Find the best solution to customers more satisfies and make report to management teams.

**SKILLS:**

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Language skills: Fair command in English, Excellent in formal Thai

Computer skills: Internet, Microsoft Office (Word, Excel and Power point), Photoshop and Email

Typing speed: About 400 Thai words/minute, about 100 English words/minute

Driving: Driving License and own car

**REFERENCES:**

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Available upon request