PERSONAL DETAIL



NameMrs. Wimon Phumthaisong.Place & Date of BirthBangkok , Thailand , 7th October 1970.Sex: Female.Age : 50 Years Old.Address:80/5 Moo3 Soi Pitsuwan, Saima- Tha it Road, Bangrak Noi , Muang, Nonthaburi 11000Maritial Status: Married.Telephone No.: 094 453 6663Email: Wimonmasterm@gmail.com

EDUCATION

- 1997 1999 Master Degree of Marketing at Western Sydney University in Australia. (M.M)
- 1988 1992 Bachelor of Arts at Silpakorn University. Major: Social Science , Minor: English Grade 3.03 (B.A.)
- 1987 Mattayom 6 at Secred Heart Convent School, Bangkok.

OTHER SKILLS

- Microsoft Office
- Internet Literacy
- Fluent in English

WORKING EXPERIENCE

• Haco Electric (Thailand) Co., ltd as Procurement Manager, March 2020 till present.

-Issue purchase order to overseas supplier.

-Using SAP system for issuing the p.o and analyze the database for making report.

-Negotiate with suppliers .

-Solving the problems and making decision.

-Handling the imported shipment from overseas.

• Star Asia (Far East) Co., Itd as Purchasing Manager 2012 till March 2020

-Assisting Company 's Director.

-Sourcing new potential suppliers and potential chemicals(products).

- Travelling overseas to visit suppliers.

- Finalising price and agreed quantity with various suppliers.

- Comparing costs and other qualifications between suppliers

- Making and calculating costing sheet for each chemicals and each customers.

- Handling all trade service from beginning till product delivered to customers.

- Handling all L/C from customers including opening L/C to suppliers.
- Scheduling , arranging and coordinating shipments with customers and suppliers.
- Solving the problem and make decision.
- Having conference meeting between regional managers.
- Providing report to director.
- Supervise and train purchasing staff.
- Unilever General trade Distributor as distributor owner 2009 2012
- Set up company , warehouse and distributorship system .

- Arranging recruitment for all required staff such as sales team, drivers, helpers and other related operation team.

- Training new employees for their positions, sometimes supervising sales person in the market
- Market survey was done regularly.
- Handling / Monitoring stocks.
- Managing Account for company.
- Monitoring R.O.I monthly.

•	Star Asia	(Far East)	Co., Itd as Purchasing Manager	1999 -2009
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- The same job as above.
- Manager Media Group as reporter. 1994 1997

-Political Reporter

- Set Index Reporter
- Real Estate Reporter and Real Estate Researcher, Real Estate Statistic recording and column writer.
- Krajok Hokdan TV program as script writer. 1992 1993
- Media content writer