

Ameera Khan

Address : 52-54 Onnut 50 Sukhumvit 77 Suanluang Bangkok 10250 **Mobile :** 086-372-0028

E-mail : amira_khan@hotmail.co.uk **Date of birth :** May 27th, 1989

Nationality : Thai **Height :** 175.0 cm **Weight :** 64.0 kg

WORK EXPERIENCE

Maker Mends Thailand Company as Sales Executive (Jewelry Trading - British Company) May 2017 – Present

- Received orders from customers via email, website or other communication ways.
- Open job card for requirements from customers and translate English to Thai for production.
- Dealing job with other departments to ensure smooth productions.
- Coordinate with customers if there are additional changes from orders.
- Manage and solve immediate problems if there is a mistake from production.
- Make all quotations and invoice for each customers.
- Coordinate with import and export to do shipment to customers.

Tourland Tours & Travels Company as Assistant Sales Executive (Indian Company)

Aug 2013 – May 2017

- Received emails from India Travel Agent
- Handle client's inquiries, complaints, and solve the problem with teams
- Communicate with team both of India and Thai.
- Dealing with suppliers for all inquiries needed.

EDUCATION

- 2008 – 2012 Bachelor Degree in Tourism Management (B.B.A) at Dusit Thani College
- 1992 – 2007 Sacred Heart Convent School

RELEVANT EXPERIENCE

- Tour guide at Srakaew, Chachoensao and Kao-Yai Province
- Reservation Trainee of Discovery Holidays (October 2009 – January 2010)
- Reservation and Ticketing Trainee of Pacific World (Hotelbeds) (October 2011 – January 2012)
- Seminar Amadeus System (February 2016)
- Seminar about safety and security (November 2019)

RELEVANT SKILLS

Language : Thai -- Native speaker
: English -- Listening/ Speaking/ Reading/ Writing – Fluent
: Melayu & Chinese -- Listening/ Speaking/ Reading/ Writing – Fair

Computer : Able to use Microsoft Office Word, Power Point, Outlook and Excel

Typing Skills : Thai 40 words per minute //: English 45 words per minute

Latest Salary: 30,000 THB

Salary Expected: 32,000 – 35,000 THB