

## Rachapha Viphathanayothin

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### Personal Data

- Temp Add :1454/144 The Niche Mono Bangna Condo Unit A,  
7<sup>th</sup> Flr, Bangna Trad Rd., South Bangna, Bangna, BKK 10260  
Phone : 0885514164  
Date of birth : 23rd.Oct.1977  
Email :jboonyada@yahoo.com  
High 170, Weight 65kgs, Single  
Have own car &driver's license.



### Skill

Systematic thinking, Good communication-written and oral skills  
Excellent conceptual and analytical skill, Effective interpersonal skill

### Educations

2000 B.A :Business Administration: Money & Banking  
Ramkhamhaeng University, Bangkok, Thailand  
2012 MBA : Executive Enterprise Management  
Thai NichiInstitute of Technology, Bangkok, Thailand  
1995 :High School Diploma: Math and Science from Phana School,  
Amnartcharoen province, Thailand

### Professional Experiences

Sub-Advisor for SME's project : Suan Disit University for 2 years.  
Management specialist, Operation software system (SAP, Express), Very good knowledge ,  
Computer skills, MS Office Word, Excel, Power Point, Outlook., etc.

### Qualifications

2009 - Japan Seminar in Organization and Business Development 10 days  
2003 - Inter Academy School: Conversation Course.  
2002 - Duangchai School: Grammar and Writing Course.  
2001 - BCC Computer Centre: Microsoft office, Word, Excel, PowerPoint and Internet.

## EXPERIENCE

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### **CHICONY ELECTRONICS (THAILAND) CO., LTD. : Nov 2018 - Present**

#### **Position: Export Team Lead and Assistant to Top Management.**

1. Management all outbound logistic are export 100 % to USA, UK, Australia, Netherland, Ukraine and EU.
2. Control outbound logistics operation and verifies of all are concerning Shipping, Freight cost.
3. Set up SOP (Standard of procedure) for customer new account with training the team.
4. Contribute to team effort by accomplishing related results as needed
5. Develop proposal new project ( new approach) with Sale & Marketing team.
6. KPI's meeting online with the customer : Amazon, Google and others.
7. Maintain management budget guildline.
8. Implement SAP operation system with the programmer.
9. Updating the weekly report, monthly report to Head quarher in Taipei.
10. Updating account payment to all shipping broker and forwarder.
11. Checking, Monitoring all shipping docs : paperless for BOI previlage and Non – BOI.
12. Special control shipment & AP for Purchasing the materials from China.

### **HOCHIKI (THAILAND) CO., LTD AND THE AFFILIATED (JAPANESE) COMPANIES OF GROUP : June 2005 – Sep 2018**

#### **Position :Sales Manger & Assist Account Management**

- Management team assist Mgr

#### **Manage overall Human Resource functions:**

(Recruitment, payroll, training, welfare & benefits, employee relations, performance appraisal).

1. GA functions: (facility management, cleaning & security control, office supply/stationary, company activities, etc., and proceed by lead a team members efficiently and effectively.
2. Develop and implement HR and GA strategies and initiatives aligned with the overall business strategy.
3. Bridge management and employee relations by addressing demands, grievances or issues.
4. Maintain management guidelines by preparing, updating and recommending policies and procedures including issuing and announcing rules and regulations.
5. Ensure legal compliance by implementation, monitor, investigation, and maintaining records.
6. Contribute to team effort by accomplishing related results as needed

**Position : BOI & Assistance G.M.**

- **BOI manage**

13. BOI – ITC/IPO version promoted card (new, revise and update)
14. New project, Max Stock, Formula (new, old, revise and update)
15. Cutting balance stock by use the report-V and peparless /Collect
16. Check sales quantities for BOI part, Control, Analysis and summarized the status of Approve Stcok BOI
17. Extension& revise BOI privilege, Tax-refund, Scrap control, BOI monthly report, Project progress,
18. Project performance's update
19. Work permit's basically

- **Purchase & Sales Manage**

1. Verifies purchase requisitions by comparing items requested to master list;
2. clarifying unclear items; recommending alternatives, Control the inventory report,
3. Negotiable of buying & selling price with the term and condition in a special case.
4. VerifiesP/O all schedule of \*Import and Export shipment\*.

**INTERNATIONAL RESEARCH ASSOCIATON LTD.(INRA) : Nov 2000 – Oct 2004**

At first company in the position : Data Collection Officer in the Credit Ranking Report business for 4 years after graduated : B.A from Ramkhanhaeng University.

**HOBBIES ;** Arobic, Pilatis Yoga, Reading a books, Travel and Technology's update.

**REFERENCE**

1. CEO of UBCL (MBA course instructor)  
Dr. Sutee Panaworn  
Phone 081-949-0559
2. Senior Chief BOI of HOEI ELECTRONICS (THAILAND) CO., LTD.  
Ms. Thidarat Charoenkijtavee  
Phone 02-769-5400 ext.124