

# SAIPIN TREECHAI HARRIS

(Nickname 'BOOM')

98/19 Moo 6, Soi Phuket Hope Land, Kathu, Phuket 83120

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## personal information

marital status: Married

date of birth: 01 September 1976

height: 154cm

weight: 43kg

## employment history

company: Belmont Limchareon International Law Firm

15/09/08 – 30/12/08

position: Personal Assistant to Mr. Desmond Hughes

responsibilities:

General PA duties including

- translating documents: English to Thai, Thai to English
- schedule meetings
- prepare documents for meetings
- coordinate appointments between Mr. Hughes and his clients
- book hotels and flight tickets (international and domestic)
- assist with personal arrangements

company: SEARA - Sports Engineering & Recreation Asia Ltd

15/06/04 – 30/04/08

position: Sales & Operations Supervisor, Phuket and Southern Thailand

responsibilities:

Sales & Operations duties included

- find new project and make contact
- preparing quotation and present to the customer
- closing deals
- find new advertising opportunities and make sure that advert is done correctly
- find employees for both the Seara Office and RPM Health Club
- interview staff
- negotiate new employee salaries

Administration duties include

- coordinating/ordering stock requirements, delivery schedules with BKK branch
- delegation of work to technicians
- billing customers
- addressing and managing customer problems and complaints
- managing branch accounts, liaising with accounts department in Bangkok

Acquire and act upon on all leads for new construction and resurfacing of tennis courts, squash courts, aerobic dance and gymnasium flooring, running tracks, and the sale of commercial fitness equipment for private, public, and government sector clients

Assist with all walk-in, telephone, and e-mail inquiries for consumer or retail application fitness equipment

Preparation and delivery of quotations

Liaise with departments at our main office in Bangkok; Accounts, Customer Service

Assist with the marketing activities in the Phuket & South Thailand market

Oversee the running of the retail showroom checking it is clean and that product information is available for any walk-in customers

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## employment history (continued)

company: TOPS Supermarket, Robinson's, Phuket 15/10/01 – 31/06/04  
position: PR/English Interpreter/Cashier Supervisor  
responsibilities:  
Acted as English/Thai Interpreter for busy supermarket with many western customers  
Managed customer complaints, problems and requests  
Coordinated holiday entertainment and dance performance for customers and staff  
Addressed shoppers via a PA system in both English and Thai informing them of special discounts and promotions

company: Bayview Resort, Phuket (at the same time as the TOPS job) 15/07/01 – 28/02/02  
position: Sales and Reservations Officer  
responsibilities:  
Arranged hotel accommodation for resorts in Koh Phi Phi and Koh Samui  
Organized customer travel arrangements, such as booking taxis, air flights, buses, etc  
Promoted, sold, and organized day trips, tours, and cultural events for customers  
Helped to develop improvements to the accounting and finance department

company: Dounjitt Resort, Patong 14/03/01 – 14/02/04  
position: Front Cashier  
responsibilities:  
Administered room payments and hotel operations  
Gave polite, accurate, and helpful information to assist international guests  
Kept customers satisfied by taking care of room supplies and any complaints or problems

## education and training

Ramkhamhaeng University, Bangkok 1997 – 1999  
BA in Business, Finance and Banking  
TOPS Excitement & Service Training, Bangkok 2003  
Phuket Representative

## skills and other information

Computer Literate: Microsoft Office, Quickbooks, Email software, Internet  
Touch type in English and Thai  
Language: English and Thai; written and spoken  
Multi-tasker; patient, successful problem solver  
Experience in supervising and motivating employees  
Clean Driving Licence & own car  
Organized SEARA stand at IBAP Fair, Oct 2007

## interests

Sports: Tennis, Table Tennis, Beach Volleyball, Bowling  
Gym/Fitness Training  
Yoga

## references

Gary Robinson  
General Manger  
RPM Health Club  
084 849-1810

Desmond Hughes  
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