

RESUME

ATHIPPATI JIRAKONGPIPAT

1/104 Soi.Viphawadee-Rangsit 38 Viphawadee-Rangsit road,
Ladyao Chatuchak Bangkok .
Contact Number:089-513-7635 Email:**athippati_j@hotmail.com**



Expect Salary : 25,000 -27,000 baht

Personal Information

Date of Birth : January 28th, 1985
Age : 28 years old
Gender : Male
Marital Status : Single
Nationality : Thai
Religion : Christian
Military Status : Exempted

Education Background

June 2004 – October 2008 : Bachelor of Arts,
School of Communication Arts
Assumption University of Thailand (ABAC)
Major: Advertising GPA: 2.64

May 2000 – February 2003 : High School degree,
Saint John's College
Major subject: Mathematics GPA: 3.2

Work Experience

Aug. 2012 – Now : **Assistant Managing Director** position ;
RSP Thailand Co., Ltd./ Kaede Real Estate Ltd., Part.
47 Srisothorn place,Floor 3, Room3C, Sukhumvit Soi 23 road,
Klongtoey-nua, Wattana, Bangkok 10110

Responsibilities :

- Manage the consultant team
- Do the marketing and make the sales volume
- Find customers
- Coordinate with the land department
- Make Reservation , Lease and Sale Agreements
- Sell and rent properties
- After service
- Manage the cleaning Service

Dec. 2011 –Aug. 2012

: **Sales Executive** position ;
Raimonland Public Co. LTD.
“ Unixx South Pattaya “ Project
Patumnak Hill, Banglamunk 20260

Responsibilities :

- Sold the project UNIXX South Pattaya
- Gave the project information to customers
- Followed the client
- Coordinated with CRM team
- Reached to the target
- Did the reservation contract

Mar. 2011 – Dec. 2011

: **Property Advisor** position ;
IMM& Co. Ltd.
33, Baan Radchakru bldg., Room# 3D, soi Phahonyothin 5,
Phahonyothin road, Samsen – Nai, Phayathai, BKK 10400

Responsibilities :

- Sold properties in the target
- Found customers
- Made the client appointment
- Did the contract and prepared transfer documents
- Transferred room
- Did the administration and accounting job

Feb. 2010 – Feb. 2011

: **Customer Service** position (1year Contract) ;
TCC CAPITAL LAND, Customer Service Department
56th Floor Empire Tower,195 South Sathorn Rd,
Bangkok 10120

Responsibilities :

- Added and edited the customer's payment history.
- Did the temporary receipts and refund money..
- Solved the customers' problems.
- Supported the Customer Service team
- Did the temporary receipts and refund to customers and other departments.
- Made the schedule for customers' inspection, visiting and hand over kit.
- Gave the after transferred documents and money change to customers at the site, S&S Residential, Sukhumvit 101/1. And Villa Eadchatewi
- Coordinated with other departments.
- Give the basic information to customers and support the inspection, sales and juristic teams.

Dec 2008 – Jan. 2010

: **Sale Coordinator/ Secretary** position;

Van's Properties

Soi Suanphu, Sathorn Tai Road, Thung Mahamek,
Sathorn, Bangkok 10120

Responsibilities :

- Service foreign and Thai customers who want to buy/rent condos in Thailand.
- Coordinated between the owners and customers.
- did the sale volumes and closing sales.
- Responded general documents.
- Solved the customers' problems.

Skills

Language Skills	Speaking	Reading	Writing
Thai	Excellent	Excellent	Excellent
English	Good	Good	Excellent
Japanese	Good Basic	Good Basic	Good Basic

Typing Skills : Thai - 45 words/min.
: English - 55 words/min.

Computer Skills : Microsoft Office (Word, Excel, Power Point), Photoshop, Illustrator, Sony Vegas, Dreamweaver, SPSS, Internet, e-mail

Hobbies : Listening to Music, Dancing, Films, Yoga, Blogging

Special Experiences : Participated with Mele Yamomo, a Filipino artist, in Assistance Director and Stage Manager position for Oda a la Esperanza (Ode to Hope) show in Theatre and Film Festival at Patravadee Theatre in September 2008.

Participated in the theatre play, Pinocchio; Global Warming, and The Sheep, in an actor position, as a student ,and a hunter in Bangkok Theatre Festival, November 2007.

Adjudicator Trainee for 2nd High School Debating Championship at Assumption University of Thailand (Suvarnabhumi Campus)
Between September, 8-10 2007 .

References : Mr. Anunt Hengtakun , Business Owner
Lang Yao Antique, Fifth Avenue, New York
Tel: 083-977-3331

Mr. Pattanchai Chaivan, Assistant Managing Director,
“**South Point Pattaya**”, Kingdom Property
225 Moo 9 Nongprue, Banglamung, Chonburi
Tel: 089-167-8023

Ms. Chareonsri Thumakan , Managing Director,
RSP (Thailand) Co., Ltd / Kaede Real Estate .Ltd., Part.
47, Srisothorn Place, Room 3C, 3rd fl., Kloytoey-Nua, Wattana
BKK.
Tel: 088-874-3202