

ANUCHON SUKYUNG

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As a recent graduate in hospitality management with working experience in hotel sales field. One of my key strengths is being able to learn the job quickly with details oriented has been instrumental in my professional journey. I am a sympathetic listener with the flexibility to understand each differentiation of people and interpersonal communication. Self-motivated with new challenging and ready to adapt to a new environment and open-minded attitude towards continuous learning with can - do attitude.

EDUCATION

2020 – May, 2023	Bachelor of Business Administration (First Class Honors) Major of Hospitality Management (International Program) Faculty of Hospitality and Tourism Prince of Songkla University, Phuket campus	GPAX 3.67
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EXPERIENCES

2023 June – Present	Food & Beverage Sales Coordinator @Anantara Riverside Bangkok Resort and Avani+ Riverside Bangkok Hotel Sales Coordinate for private function (event, dinner, party etc.) and wholesale of restaurant for 11 outlets and dining cruises <ul style="list-style-type: none">• Managing lead and clarify all inquiry from local sales and central reservation.• Directly call the client to describe product and function details.• Prepared quotation and proposal to meet client's preference.• Negotiate space, dates, and rates to obtain booking goals.• Issues contract agreement to closing deal and responsible for collect deposit and invoicing.• Conduct on venue inspection and food testing• Issues BEO (Banquet Event Order) and planning event with operation teams with all details of each function.• Ensuring all process and overall of event running smoothly; liaised with outlet manager, operation team, vendors, organizer and client
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INTERSHIP EXPERIENCES

2023 January – April

Sales Trainee

**@V Villas Phuket, M Gallery Hotel Collection
for 4 months**

Coordinate and support the team for 2 properties.

V Villas Phuket, M Gallery Hotel Collection

V Villas Huahin, M Gallery Hotel Collection

- Perform general office duties to support Sales & Marketing (e.g. ,filing , sending emails , typing, copying)
- Prepared quotations / proposal rate and written confirmation to all clients
- Prepared banquet event orders and quotations to other departments and clients for event, catering and wedding inquiries
- Gather and produced materials and assemble information packages (e.g. , flyer , promotional materials, video)
- Support reservation process

2022 June – July

Guest Service Agent Trainee

**@Renaissance Phuket Resort and Spa
for 2 months**

- Welcomes and registers hotel guests, explaining the accommodations, hotel facility, Loyalty program and benefits
- Updated guest profile and order welcome amenity for loyalty member
- Responds and handle to a variety of guest requests and needs and adding personal recommendations to achieve customer satisfaction
- Respond to guest requests for special arrangements or services such as transportation, excursion, trip, and reservation

HONORS-AWARDS

Aug 2020

First Runner up Award

in the Southern Thailand MICE Destination Marketing Contest issued by Thailand Convention and Exhibition Bureau (TCEB)

CERTIFICATIONS

2022

Certificate of completed the Opera PMS System

Issues by Marriott International

2021

Hospitality Relax Bay Academy Program

Issues by Le Meridien Phuket Beach Resort

2020

The Fundamentals of Digital Marketing

Issues by Google Digital Garage

SKILLS AND ABILITIES

- Coordinating and Administration
- Interpersonal Communication
- Customer Service Operations
- Ability to work under pressure and deal with stressful situations.
- Negotiation
- Computer literacy – Microsoft Word/Excel/ PowerPoint/ OPERA PMS
- Language – Thai and English / TOEIC Score: 765 (Listening: 400 and Reading: 365) *as of 2022