



# Phitsinee Khamtongdee

## Work Experience

JUNE 2023 - PRESENT

Marketing Coordinator

I Love Japan Group, Bangkok

- **Coordination and Customer Service:** Act as the primary liaison between the company and government agencies or various organizations. Assist customers with both pre-sales and post-sales services, including troubleshooting and emergency support during service delivery. Provide immediate solutions for customers and coordinate with the development team to find appropriate resolutions
- **International Communication:** Coordinate with the website development team to promptly resolve any technical issues. Execute tasks assigned by the international development team, such as translating backend website content from English to Thai, adding terms to the dictionary, and verifying payment statuses in cases where customers report payment issues (Used English to communicate)
- **Accounting Documentation:** Collect and organize the company's financial documents for submission to the accounting department
- **Japanese Transcription:** Transcribe Japanese-language content as part of the company's service offerings.
- **Financial Document Management:** Handle the issuance of quotations, invoices, and receipts as requested by both individual and corporate clients

## Objective

I'm Phitsinee Khamtongdee, I have been working as a Marketing Coordinator. Ready to utilize my skills and passion to further the mission of a company.

## Contact details

### Address:

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Amphoe Nong Khae, Saraburi Province  
18230

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## Education

2019 - 2023

Bachelor of Arts (First Class Honors)  
in Innovation In Tourism And Hospitality,  
School of Liberal Arts,  
King Mongkut's Institute of Technology  
Ladkrabang,  
Bangkok, Thailand

## Skills

- Excellent in MS Office, Procreate, Capcut and Canva fluently
- English Language skill: A2 (CEFR)
- Basic in Japanese (JLPT N5)
- Teamwork, Friendly and Persuasive speaker