



Contact

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Address

317 Moo 1 Kranuan , khon Kean
Thailand

Education

July 2017 - April 2021

**Bachelore Degree of
Tourism Management**

Maharakham University

SKILLS

- Administration Service
- Sale and Customer Service
- Client Relationship Management
- Problem solving
- Service Mind
- Ability to work under pressure
- Microsoft word
- Microsoft Excel
- Ads Maketing

Language

- English
- Thai

KOOLANUT SANKOK

Administration, Sales &
Marketing Manager

Customer-focused professional with experience in company administration, client liaison and client service . Strong communication skills with both local and international clients . Experienced in sales ,customer service, booking, co-ordination and problem solving in fast-paced environments. Highly adaptable and service -minded with a strong ability to build rapport and close sales.

Experience

○ **May 2024-April 2026**

Sale and Marketing Manager I Halo Leisure Products

Oganized golf tour package for both domestic and international customer .
sold the package for the client traveling to Phuket , Pattaya, Bangkok and other destination
Provided completion , including hotel and golf course reservations.
Assisted customers during their trips, handled on site customer satisfaction. Built strong client relationship resulting in repeat bookings and positive feedback

○ **2022-2024**

Sale I Manun Electricity Authority

Administration
Sale spare part
Build Strong Client relationship

○ **2021-2022**

Administration I Precipart Company limited

Administration
Document control support production
Engineering team with documentation administrative tasks.
Record keeping, Document accuracy and timely updates

○ **2020-2021**

Sales and Administration I Primadonna Company limited

Online Cosmetic Sales. Managed Online and Customer inquiries via chat-
and social Media
Co-ordinator order processing packing and delivery
Provided product recommendations and after-sales service

