

ANNA'S WORK PORTFOLIO

JINTANA WANGSTITSTAPORN

ORGANIZED CONFERENCE EVENT IN SEOUL SOUTH KOREA IN MARCH 2015

- As event leader to negotiate with JW Marriott Seoul Hotel for group rate, theme, room booking, dinner show, dinner seating map, bus name list, schedule leaflet, visit HARFKO Exhibition and factory tour and etc.
- Coordinate with Korean office team to arrange traditional drum play dinner show
- Responsible hotel and transportation booking for 145 attendees from various countries i.e. Thailand, Hong Kong, Malaysia, China, Taiwan, Indonesia, Philippines, Vietnam, South Korea.
- Monitor hotel event coordinator and solve the accidental problem to run the event smoothly.



ORGANIZED OFFICE MEETINGS BOTH INSIDE AND OUTSIDE OFFICE, HOTEL BOOKING, MEAL ARRANGEMENT AND SHUTTLE VANS



CHEP
Trip Report

Thailand Trip Report FY14 : No. 1/3
Tuesday, 5 November 2013
Ballroom 3, 7th Floor
Holiday Inn Bangkok Sukhumvit 22



PROVIDED VANS SIGNAGE OF EACH DESTINATIONS SUCH AS HOTEL, AIRPORT OR OFFICE

ORGANIZED COMPANY GOLF EVENT IN MARCH 2016

EMERSON GOLF
BANYAN GOLF CLUB
HUA HIN
30 MARCH 2016



**ORGANIZED COMPANY CONFERENCE IN SIEM REAP CAMBODIA IN 2018
IN CHARGE OF HOTEL GROUP BOOKING, TRANSPORTATIONS,
TEAM BUILDING ACTIVITIES, TEMPLE DINNER ARRANGEMENT**



SUCCESSFUL ORGANIZED COMPANY NEW YEAR PARTY WITHIN LIMITED BUDGET, SELF DECORATION OF BALLOONS AND PARTY FLAG, PROVIDE TEAM BUILDING ACTIVITY, PARTY GAMES AND LUCKY DRAW PRIZES YOU CAN SEE HOW MUCH EVERYONE HAVE FUN FROM THE PHOTOS OF THIS IMPRESSIVE EVENT







PROVIDED VISA REQUIRED DOCUMENTS CHECKLIST & COORDINATE WITH AMEX TRAVEL AGENCY FOR FLIGHT BOOKING AND VISA

Dear John,

FYI for China Visa **required document for your preparation of No. 3-7**

Please fill in online form here>>
https://www.visaforchina.org/web/applicationdata/ApplicationApply_agreement.action?visacenterCode=BKK1&request_locale=en_US&site_alias=BKK_EN [visaforchina.org]

DONE	BY	Details
DONE	Emerson China	1. Color scan Invitation Letter for apply Single Entry Visa
DONE	Porntip	2. Original Employment letter (Sign and company stamp)
✓	John	3. One ^{TWO} passport photo of each applicant included in the application (background in dark-red color is not allowed)
✓	John	4. Non-Thai, Original work Permitted have to work in Thailand more than 6 months and still valid a minimum of 3 months
✓	John	5. Non-Thai, copy personal updated bank book or bank statement at least 3 months to current date
✓	John	6. A passport for each person included in the application that is valid for the total period of your stay in China, or for a minimum of 6 months , at least 3 blank pages.
✓	John	7. Application Form online " http://www.visaforchina.org/BKK_EN/System/278165.shtml [visaforchina.org] QuickAccess1-Chinese Visa Application Service Center [visaforchina.org] www.visaforchina.org 1. Instructions for online visa application form (1) Before starting your application, please make sure you have the Internet Explorer version 6.0, 7.0, 8.0, or ... " in English, print and signed by the principle applicant.
DONE	Anna	8. Flight reservation
DONE	Anna	9. Hotel reservation
Prepared ✓	Anna	10. Power of Attorney (*Print and sign at Grantor of Authorization only)

CREATED BUSINESS TRIP SUMMARY IN MY BOSS OUTLOOK CALENDAR WHICH THIS PAPERLESS IS FAST AND CONVENIENT WAY TO OPEN THE DOCUMENTS FROM MOBILE DURING TRAVEL

Update: Pick-up and drop-off to Zhuhai ferry pier

Pending: None

Hong Kong & Zhuhai

24 – 26 April 2017

Schedule:

April 24 (Mon)	TG 638 BKK-HKG 13:55-17:40
April 25 (Tue)	China ferry terminal to Zhuhai departing 07:45
06:30 – 07:10	Taxi from Courtyard Marriott via Cross Harbour Tunnel to Hong Kong China Ferry Terminal on Canton Road, TST area.
07:45 – 08:55	Ferry to Zhuhai Jiuzhou
09:00 – 09:40	Car pick-up to TOD Plant (30 mins.)
10:00 – 18:00	ComRes Growth Meeting – at Board Room, TOD Plant
18:45 – 19:25	Car to Zhuhai Marriott Hotel for dinner
19:30 –	Buffet Dinner at private dining room of "City Bistro", 2/F. Zhuhai Marriott Hotel
April 25 (Tue)	Zhuhai to HK-Macau ferry terminal departing 21:30
April 26 (Wed)	TG 603 HKG 2 BKK 0750 0935

China Visa : Obtained on 3 March 2017

E-Ticket No. 217-126453955

TG 638 Q 24APR 1 BKKHKG HK1 1355 1740

TG 603 Q 26APR 3 HKGBKK HK1 0745 0925

ROUTING : BKK - HKG - BKK BY TG/ECONOMY CLASS

FARE = THB11210+TAX1760 TOTAL THB12970

ECONOMY-Q- CLASS/VALID ON TG ONLY

TICKET VALIDITY : ONE MONTH FROM DAY OF DEPARTURE

NO PARTIALLY REFUND

Ferry:

Need to present this voucher and your passport to exchange your 2 ferry ticket(s) at CKS ticketing office(s) at least 45 mins prior to the sailing time

Customer Information:

Name: JOHN XXX

Transaction No.:104972120

Verification Code: 8220 (To be used for ticket(s) collect at ticketing office) Hotline : (852) 2858 3876

Ticketing Office

Address

Central Shop 305 N, 3/F Shun Tak Center, 168-200 Connaught Road Central, H.K.

Tsim Sha Tsui Shop 1-5, 1/F., China Hong Kong City, 33 Canton Road, Tsim Sha Tsui, KLN.

Jordan G/F., 1-3 Shanghai ST., Jordan, KLN.

http://www.cksp.com.hk/en/route/pearl_river_delta/shippingline_price_hk_zj

Payment is done by your Citi Prestige Visa credit card amount HKD 440

CHU KONG PASSENGER TRANSPORT CO., LTD. E-Voucher**Customer Information:**

Name: JOHN XXX
Verification Code:****
(To be used for ticket(s) collect at ticketing office)

Ticket Details:

Transaction No.:104972120
Total No. of tickets:2
Status:Transaction is successful.

Hotline : (852) 2858 3876

	Ticket(s) Code	Departure Date & Time	Departures	Destination	Seat Type	Ticket Type	Seat No.
1	112312511715	2017-04-25 21:30:00	Zhuhai Jiuzhou	HK-Macau Ferry Terminal (Hong Kong)	Economy Class	Adult	21
2	112342513716	2017-04-25 07:45:00	China Ferry Terminal (Kowloon)	Zhuhai Jiuzhou	Economy Class	Adult	51

Terms and Conditions:

1. Passengers must exchange for valid ferry ticket(s) with this voucher at least 45 mins prior to the sailing time at CKS ticketing office(s). Exchange all the ticket(s) showed above at the same time is required.
2. Please present this voucher and your ID (showed above) to exchange ferry ticket(s) at CKS ticketing office(s).
3. This voucher is valid only on the date and time of sailing stated. The overdue ticket(s) is void.
4. This voucher only can be used to redeem ferry ticket(s), is non-refundable.
5. All contents of reservation are subject to confirm by our booking system as final.
6. Services are subject to the company's Terms & Conditions of Carriage of Passengers.
7. This voucher to be used in any CKS ticketing office in Hong Kong.

Car:**25 April 2017**

06:30 – 07:10 John & JW take Taxi from Courtyard Marriott via Cross Harbour Tunnel to Hong Kong China Ferry Terminal on Canton Road, TST area

***Catherine will arrange ground transfers including pick-up and drop-off to Zhuhai ferry pier as follows**

8:45am Pick up Jiuzhou port to plant (Ferry time 7:45 ferry)

External resources and we could have the driver's info just a day prior to the pickup day, **the driver will carry Emerson Logo with A4 waiting at exit"**

20:40 Marriott to Jiuzhou port (Ferry time 21:30)"

Hotel:

Courtyard Hong Kong

24-26 April 2017 (2 nights)

Reservation Confirmation: 8789997

ORGANIZED COMPANY OUTING CREATED & DESIGNED COMPANY OUTING LEAFLET FOR ALL STAFFS WITH PROGRAMS AND USEFUL INFORMATION





AGENDA

FRIDAY: 7 June 2013

- 07.30 a.m. Depart from BKK.
- 11.00 a.m. LUNCH @ Dairy Home
- 01.00 p.m. Polo
- 02.30 p.m. Greenery Resort
- 04.00 p.m. Activities (Adventure@ Life Park)
- 06.00 p.m. Team Bowling
- 07.00 p.m. Dinner @ Cafe on the Green, Greenery Resort.

SATURDAY: 8 June 2013

- 07.00 a.m. Breakfast
- 12.00 p.m. Check Out
- 12.30 p.m. Lunch @ Sarni Mai Chai Nam & Shop Souvenir at Sarni Farm
- 02.00 p.m. Back to Bangkok

TRANSPORTATION TO OUTING

BANGKOK - KHAOYAI

VEHICLE	VEHICLE 1	VEHICLE 2	VEHICLE 3	VEHICLE 4
DRIVER	Khan Thongkong	Khan Aoi	Khan Ingud	Khan Ingud
Passenger	Worathai Rajak	Syrisa Rajak	Torots Rajak	Torots Rajak
Phone No.	091 2244	091 7000	091 2582	091 2582
Passenger	Pat	Pim	Tot	Ann
	Pa	Kid	Arana	Arna
	Ch	Pop	S	Shin
	Tin	Meri	St	Chai
	Deak	Tog	St	Kula
	Pa		Chok	Stin

KHAOYAI - BANGKOK

VEHICLE	VEHICLE 1	VEHICLE 2	VEHICLE 3
DRIVER	Khan Thongkong	Khan Aoi	Khan Ingud
Passenger	Worathai Rajak	Syrisa Rajak	Torots Rajak
Phone No.	091 2244	091 7000	091 2582
Passenger	Pat	Pim	Tot
	Pa	Kid	Arana
	Ch	Pop	S
	Tin	Meri	St
	Deak	Tog	St
	Pa	Kid	Chok
	Tin	Arna	Stin

Transportation Coordinator

- * Noon : 091-46011712
- * Tum : 091-46011712
- * Tony : 091-46011704
- * Ann : 091-46011704
- * Green : 091-46011710

ACCOMMODATION

THE GREENERY RESORT
KHAO YAI

Hotel & Restaurant Coordinator

* Anna : 091-46011704





DESIGNED THE PUBLIC HOLIDAY THAT CONSOLIDATED FOR REGIONAL OFFICE IN THAILAND, MALAYSIA, SINGAPORE AND JAPAN FOR MORE CONVENIENCE TO SET THE REGIONAL MEETINGS



PUBLIC HOLIDAY 2014

THAILAND		
S/NO	DATE	DESCRIPTION
1	Wednesday, 1 January, 2014	New Year's Days
2	Friday, 14 February, 2014	Makha Bucha Day
3	Monday, 7 April, 2014	Chakri Memorial Day (Substitute)
4	Monday, 14 April, 2014	Songkran Festival Day
5	Tuesday, 15 April, 2014	Songkran Festival Day
6	Wednesday, 16 April, 2014	Songkran Festival Day (Substitute)
7	Thursday, 1 May, 2014	National Labour Day
8	Monday, 5 May, 2014	Coronation Day
9	Friday, 9 May, 2014	Royal Ploughing Ceremony Day
10	Tuesday, 13 May, 2014	Visakha Bucha Day
11	Friday, 11 July, 2014	Asamha Bucha Day
12	Monday, 14 July, 2014	Buddhist Lent Day (Substitute)
13	Tuesday, 12 August, 2014	H.M. the Queen's Birth Day
14	Thursday, 23 October, 2014	Chulalongkorn Memorial Day
15	Friday, 5 December, 2014	H.M. the King's Birth Day
16	Wednesday, 10 December, 2014	Constitution Day
17	Wednesday, 31 December, 2014	New Year's Eve Day

MALAYSIA		
S/NO	DATE	DESCRIPTION
1	Wednesday, 1 January, 2014	New Year's Day
2	Tuesday, 14 January, 2014	Prophet Muhammad B'Day
3	Friday, 17 January, 2014	Thaipusam
4	Friday, 31 January, 2014	Chinese New Year
5	Saturday, 1 February, 2014	Chinese New Year
6	Thursday, 1 May, 2014	Labour Day
7	Tuesday, 13 May, 2014	Wesak Day
8	Saturday, 7 June, 2014	Kings Birthdays
9	Tuesday, 15 July, 2014	Nuzul Al-Quran
10	Monday, 28 July, 2014	Hari Raya Puasa
11	Tuesday, 29 July, 2014	Hari Raya Puasa
12	Sunday, 31 August, 2014	M'isa National Day*
13	Monday, 1 September, 2014	M'isa National Day - Replacement
14	Tuesday, 15 September, 2014	Malaysia Day
15	Sunday, 5 October, 2014	Hari Raya Haji*
16	Monday, 6 October, 2014	Hari Raya Haji - Replacement
17	Thursday, 23 October, 2014	Deepavali*
18	Saturday, 25 October, 2014	Awal Muharam (Maal Hijrah)
19	Thursday, 11 December, 2014	Sultan Selangor Birthday
20	Thursday, 25 December, 2014	Christmas

SINGAPORE		
S/NO	DATE	DESCRIPTION
1	Wednesday, 1 January, 2014	New Year's Day
2	Friday, 31 January, 2014	Chinese New Year
3	Saturday, 1 February, 2014	Chinese New Year
4	Friday, 16 April, 2014	Good Friday
5	Thursday, 1 May, 2014	Labour Day
6	Tuesday, 13 May, 2014	Wesak Day
7	Monday, 28 July, 2014	Hari Raya Puasa
8	Saturday, 9 August, 2014	National Day
9	Sunday, 5 October, 2014	Hari Raya Haji
10	Monday, 6 October, 2014	Hari Raya Haji (Substitute)**
11	Thursday, 23 October, 2014	Deepavali***
12	Thursday, 25 December, 2014	Christmas Day

*As Hari Raya Haji falls on Sunday 3 October 2014, the next day, Monday 6 October 2014, will be a public holiday.
 ** Tentatively, Deepavali will fall on 23 October in 2014. This date will need to be reconfirmed against the Hindu Almanac when it is available. Should there be a change in the date, the Ministry of Manpower will issue a memo release to announce the change accordingly.

JAPAN		
S/NO	DATE	DESCRIPTION
1	Wednesday, January 01, 2014	New Year's Day
2	Monday, 13 January, 2014	Coming of Age day
3	Tuesday, 11 February, 2014	National Foundation day
4	Friday, 21 March, 2014	The Vernal Equinox
5	Tuesday, 29 April, 2014	Former Emperor (Hirohito)'s Birthday
6	Saturday, 3 May, 2014	Constitution Memorial day
7	Sunday, 4 May, 2014	Greenery day
8	Monday, 5 May, 2014	Children's day
9	Tuesday, 6 May, 2014	A Tuesday making holiday of Greenery day
10	Monday, 21 July, 2014	Marine day
11	Monday, 15 September, 2014	Respect for the Aged day
12	Tuesday, 23 September, 2014	The Autumnal Equinox
13	Monday, 15 October, 2014	Health Sports Day
14	Monday, 3 November, 2014	Culture day
15	Monday, 28 November, 2014	A Monday release of Labor Thanksgiving day

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 AB / 17 JP / 14, 17 MY / 21 MY + 5G
 22-24 : SEA Management Meeting @ BKK

FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

1 MY + 5G / 11 JP / 14 TH

MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 JP
 17-19 : SEA Management Meeting @ Malaysia

APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7, 14-16 TH / 18 SG / 29 JP

MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1, 13 TH - MY - SG / 3 - 6 / 5, 8, 13 TH
 14-16 : SEA Management Meeting @ BKK

JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

7 MY

JULY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

11, 14 TH / 15, 28, 29 MY / 21 JP / 28 SG
 15-18 : SEA Management Meeting @ Malaysia

AUGUST						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 SG / 12 TH / 31 MY

SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1, 16 MY / 15, 23 JP
 17-19 : SEA Management Meeting @ BKK

OCTOBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5, 6 MY + 5G / 23 TH - MY - SG / 25 MY

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3, 24 JP
 19-21 : SEA Management Meeting @ Malaysia

DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16, 31 TH / 15 MY / 23 JP / 25 MY - SG

- ALL
- THAILAND
- MALAYSIA
- SINGAPORE
- JAPAN
- SEA MANAGEMENT MEETING

**BUILDING
 BETTER
 SUPPLY CHAINS
 TOGETHER**

REWARDS & RECOGNITION



RUE BLUE Gift Voucher Return Form

Manager: Nigel John Branch

Functional Unit: Personal Assistant

Location: CHEP (Thailand)

Telephone: + 662 745 6478

ward	Recipient	Reason
Central Gift Voucher worth 700.00THB	Jintana Wangstittaporn	The high contribution on organizing and arranging the New Year Party 2013 with memorable impression. With limited timeline, dealt with all people in a whole organization, and the different priority to handling in the same time, you had done the great job for another year to celebrate our New Year reaching the company's objectives.

Dear Anna,
 Thank you for the extra effort you've made. You're a great example to everyone at CHEP. Well done - here is a little extra something for you.
 Thank you for your contribution for senior management meeting through this week.
 You have done very well. Keep up your good work!
 Chantti.



Thank you for the extra effort you've made. You're a great example to everyone at CHEP. Well done - here is a little extra something for you.

Anna, Thanks for doing such a great job on driving and recording the New Misses for FY12. You played a big part in hitting our target. Nigel.

Excellent Anna, this is the real effort you contributed the numbers ahead of CHEP TH target. Many thanks Chantti Aug'12

Thank you for the extra effort you've made. You're a great example to everyone at CHEP. Well done - here is a little extra something for you.

Anna
 You organized a great New Year event for us which was an uplifting experience for the whole team. Thank you for all for your dedication.
 Nigel

