





# PIMPORN KITSOMPOTH


## FINANCE AND INSURANCE COORDINATOR

### PROFILE

Name : Pimporn Kitsompoth  
Nickname : Pim  
Age : 43  
Birthday : 16 Mar 1982

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 0972186091

 335/59 Phruephasawil Village 38/1  
Nam Daeng Road, Bangplee Yai  
Subdistrict, Bangplee District, Samut  
Prakan 10540

### SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Creative
- Able to work under pressure

### PROGRAM

- SAP
- Excel
- Word
- Teams
- E-mail

### LANGUAGES

- English
- Thai



## EXPERIENCE

### Collection Officer

2013  
2024  
**Bangkok Dusit Medical Services PCL.  
Bangkok Hospital**

- Prepare the billing and processing for collection.
- Coordinate with the Insurance Companies to following the payment.
- Prepare the documents and coordinate with the contracting parties and Insurance Companies.
- Prepare the Monthly Outstanding Debtors report.
- Prepare Tax Invoices and filling

### Insurance Coordinator

2003  
2012  
**Bangkok Dusit Medical Services PCL.  
Bangkok Hospital**

- Coordinate insurance companies that are contracting parties with the hospital.
- Coordinate with clients who receive the services about the details of insurance that they have.



## EDUCATION

**Bachelor's of Arts  
Suan Dusit University**  
2000  
2004  
Major : Arts  
Minor : Tourism Industry

**High School  
Sirirattanathorn School**  
1997  
1999