



Thanayut Saithongkam (Parker – 裕正)

ธนายุต ไทรทองคำ (ปาร์คเกอร์)

+66 8 1096 4941 pakpumgold@gmail.com



49 Intamra 47, Pracha Suk Road, Ratchadapisek, Dindang, Bangkok 10400

<https://www.linkedin.com/in/parkerts>

Summary: Logistics professional with 5+ years of hands-on experience in warehouse operations, team leadership, and cross-functional coordination, following earlier roles in sales and scientific research. Proven track record in leading logistics teams, optimizing workflows, and enhancing operational performance in high-volume environments. Strong in KPI analysis, client communication, and project-based execution. Ready to adapt, learn, and lead in dynamic logistics settings.

GENERAL INFORMATION

Gender: Male

Age: 30

Military Status: Exempted though Military Drawing Ballot

SKILLS INFORMATION

Core Skill:

- Supply Chain Optimization
- Cost Analysis & Budget Control
- SOP Development & Workflow Design
- Vendor Management & Procurement Strategy
- Cross-Functional Team Leadership
- Data Reporting (Excel, Power BI)
- KPI Monitoring & Root Cause Analysis
- Project Coordination (Admin/IT/Finance)

Driving Skill:

- Car driving license
- Motorcycling driving license

EDUCATION



Prince of Songkla University, Songkhla, Thailand

Bachelor of Science (B.Sc.), Chemistry

May 2013 – Jul 2017

Professional Experience



KEC (Bangkok) Limited, Head office, Bangkok (A member of Kerry Logistics Network)

Personal Assistant to General Manager and Head of Admin & Procurement Jul 2024 – Dec 2024

Key Achievements

- Successfully coordinated the full setup of a 270 sq.m. office within 1 month, managing vendors, procurement, and internal stakeholders.
- Supported senior leadership in cost-reduction initiatives, cutting operational costs by 50% while maintaining performance.
- Acted as Company Secretary for annual board and shareholder meetings (2023 & 2024), preparing agendas, legal documents, and minutes.
- Recognized with multiple awards including Employee of the Year (2020, 2023) and Leader of the Year.

Responsibilities:

- Led a team of 5 (Admin & Procurement) to drive office operations, vendor coordination, and cross-functional support with high efficiency.
- Managed day-to-day operations across 5 branches, overseeing frontline staff, KPI tracking, incident handling, and customer issue resolution.

- Collaborated with senior executives and international entities (HK, Vietnam, Shenzhen) to align on project execution, board communications, and strategic operations.
- Handled procurement cycle end-to-end, including contract management, sourcing negotiation, PO/PR processing, and supplier performance tracking.
- Conducted financial and cost performance analysis to support data-driven decisions in operational budgeting and resource allocation.
- Provided executive-level support, including schedule and calendar management, meeting coordination, and confidential communications.
- Drafted and managed key documents, including contracts, legal paperwork, and company secretarial records for compliance.
- Compiled reports and maintained administrative databases, supporting strategic planning, audits, and cross-department coordination.



Kerry Express Betagro company Limited, Head office, Bangkok
(A member of Kerry Logistics Network) (Joint venture between KEX and Betagro Group)

Administrative Division Manager: Head of corporate admin team	May2024-Jun2024
Operations Supervisor (Role as an Operations Administrator)	May 2023 -Apr 2024

Key Achievements:

- Represented the company at THAIFEX, Thailand’s premier international exhibition, leading product promotion, customer engagement, and corporate branding efforts at a national level.
- Served as Company Secretary for the 2023–2024 Board and Shareholder Meetings; coordinated agenda planning, document preparation, minute-taking, and compliance with corporate governance.
- Partnered with the General Manager to implement cost-reduction strategies, cutting monthly operating expenses from THB 6M to 3M while sustaining business continuity.
- Co-developed and launched a new cold chain logistics product using foam box packaging, including SOP design and operational implementation to ensure temperature integrity and efficiency.
- Managed stakeholder coordination for the cold chain launch project, a joint venture between Kerry Logistics Network and Betagro Group, ensuring seamless rollout and service alignment.

Responsibilities:

- Facilitated smooth communication and collaboration as an intermediary between management and key departments (Accounting, HR, Procurement, Vehicle Management).
- Worked closely with the accounting department to provide written documentation of company expenses and revenue, ensuring accurate financial reporting and timely submissions.
- Ensured compliance with state and federal regulations by maintaining corporate policy records.
- Managed vendor relationships and calculated KPIs for supplier payments, including incentives and trip allowances.
- Managed daily operations, including facilities maintenance, office supplies, and asset management.
- Provided financial and administrative support, handling expense reports, budget tracking, internal communications, and project timeline coordination.
- Calculated monthly incentive payments for staff-level employees based on performance metrics and attendance records, ensuring accuracy and fairness in compensation.
- Managed the issuance of purchase requisitions (PR) and purchase orders (PO) to suppliers, while contributing to vendor sourcing and participating in price negotiations to optimize procurement value.



Kerry Express (Thailand) PCL, Surat Thani (Current KEX Express (Thailand) PCL)
(A member of Kerry Logistics Network)

DC Supervisor, Surat Thani (5 branches)	Jul 2022 – Apr 2023
DC Leader, Surat Thani (1 branch)	May 2019 – Jun 2022

Responsibilities:

- As DC Supervisor, oversaw end-to-end warehouse operations across 5 branches, including product receiving, storage, picking, and shipping, while continuously optimizing workflows and improving processes to enhance efficiency.
- As DC Leader, led and supported a team of approximately 20 warehouse associates, fostering a positive and collaborative work environment through effective leadership and development strategies.
- Tracked team and operational performance using KPIs, developing improvement strategies and reporting status of management.
- Collaborated with HR on recruitment, evaluations, and talent development, and assisted with budget planning and resource allocation.
- Supported 10,000+ inbound/outbound shipment cycles/day

Awards

- Employee of the Year – 2020 and 2023 (National-level recognition within Kerry Logistics Network)
- Leader of the Year – Recognized for outstanding leadership and performance
- Top 10 Branch Award 2023– Managed one of the top-performing branches out of 3,000 nationwide (Kerry Express)



Universiti Sains Malaysia, Pulau Pinang, Malaysia

Research Assistant

Apr 2018 – Mar 2019

Summary Responsibilities: Conducted laboratory-based research with responsibilities spanning experiment design, data collection, and statistical analysis, equipment calibration, and scientific documentation. Supported academic publication and maintained technical readiness while keeping up to date with developments in the research field.



CMC Biotech Co., Ltd., Bangkok

Sales Engineer

Aug 2017 – Mar 2018

Summary Responsibilities: Supported B2B sales through technical consultations, client-facing communication, and project coordination. Collaborated with clients and project managers to tailor solutions, prepare proposals, and monitor implementation. Conducted market research to identify business opportunities and fostered long-term client relationships to support business growth.

TRAINING

- Microsoft Excel by Microsoft (Thailand) Co., Ltd.
- Basic Network Literacy by Chaing Mai University
- Introduction to Human Rights in Business Practices by PTT Oil and Retail Public Companies Limited
- Labor law for employers by Kerry Express Co., Ltd.
- Safety officer at the level of executive by Kerry Express (Thailand) Co., Ltd
- Basic psychology by Otago University, New Zealand

REFERENCE: After Requested