

LUKSIKA NARAT

24/132 Sukhumvit Rd., Nernphra , Mueng Rayong, Rayong 21150

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Objective To experience working in the creative atmosphere. To build productive relationships with colleagues. To dedicate a teamwork with proven leadership and communication skills.

Education

2015-2019 **Bachelor of Arts (English), Faculty of Humanities**, GPA 3.09
Kasetsart University, Bangkok
Significant coursework:
Business English Writing
Communicative Business English
Project Presentation Skills in English

2012-2015 **High School Certificate of the Science-Mathematics Program**, GPA 3.65
Rayongwittayakom School, Rayong

Experience

June 2019-Present **Cost Controller, Project and Field Control Department**,
Samsung Engineering (Thailand) Company Limited, Rayong

- Invoice Process (Subcontractors)
- Issue PR, PO and Invoice in SAP system
- Making / Issue Subcontract Agreement, Change Order and updating the monitoring file.
- Control MPS (Monthly Payment Schedule) data

June-July 2018 **Internship, Human Resource in Training and Development**,
PTT Global Chemical Public Company Limited, Rayong

- Observed activities to evaluate employees' skills
- Registered for new employees and provided employees' needs
- Organized the activities for new employees

June-August 2017 **Property management (Work & Travel Program)**,
Wild dunes resort, South Carolina, USA

- Welcomed guests
- Managed time effectively in a fast-paced environment
- Communicated to colleagues to serve guests' needs

Skills

- TOEIC score: 835 (Listening 440 and Reading 395)
 - Able to process data in SAP system
 - Able to use Microsoft Office: Word, Excel, Power Point
 - Able to work independently or as part of a team
 - Able to drive and have a valid driving license
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Extra-Curricular Activities

January 2019 **Volunteered as an English Teacher**,
Bannonsoong School, Nakorn Ratchasima

- Created ONET course curriculum
- Organized the activities to encourage children learning English

June-August 2016

Accomplished an Intensive English Course,
Sydney College of English, Sydney, Australia

- Studied intensively in English skills
- Attended the activities provided by the teachers

Reference

Dr. Pennapa Reabroi, Advisor

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