



Orathai Butsai

อรทัย บุตรใส

อายุ 23 ปี

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Current Address : 25/23 Pruksa Villa 63/1 Soi 3, Bang Phi
Muang Nonthaburi, Nonthaburi 11000

Contact Information

Education

Bachelor's Degree

Expected Graduation: October 2024

Rajapruk University

Faculty of Digital Technology

Major: Digital Technology for Business

Current GPA: 3.35

Higher Vocational Certificate

Graduated 2022

Wimol Business Administration

Technology College

Major: Digital Business Technology

GPA: 3.08

Language Skills

Thai : Excellent

English : Good

References

คุณเอ๋ เนตรสุดา ชำนาญกุล
K.Ae Netsuda C.

Billing Support Manager
SCG Distribution Co., Ltd.

Tel. : 065-563-9464

Summary

Passionate about IT and programming. Currently studying and developing skills in web development at Rajapruk University, Nonthaburi. Eager to learn and gain more experience. Adaptable and capable of working well with others.

Skills

- Resilient, disciplined, and excellent at working collaboratively with others
- Strong communication and teamwork skills
- Microsoft Office (Word, Excel, PowerPoint): Proficient
- Programming: PHP, CSS, Bootstrap, SQL, JavaScript
- SAP Software: Proficient

Work Experience

Billing Support and Sales Document Support

May 2021 - May 2024

SCG Distribution Co., Ltd. Headoffice.

Responsibilities:

- Issuing sales orders (SO) and delivery documents
- Managing customer accounts and coordinating with sales team
- Verifying bank balances and issuing payment receipts
- Coordinating with warehouse and customers
- Planning product delivery to meet schedules and coordinating production planning
- Preparing and compiling monthly reports