

OBJECTIVE

To obtain a position in which I can fully utilize my strong organizational skills, educational background, and ability to work well with people. To participate as a team member in a dynamic work environment focused on promoting business expansion by providing superior value and service as well as being a part of an organization's success.

WORK EXPERIENCE

PANDORA PRODUCTION THAILAND CO., Ltd. - Samutprakarn Thailand/Denmark

Executive Assistant to Vice President

September 2016 - Present

- Manage and maintain executives' schedules, appointments, travel arrangements and expense.
- Acting as the point of contact between executives and employees/Clients.
- Supported Vice President through personal document management, calendar organization and collateral preparation for meetings.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics into presentation.
- Conserves executive's time by reading, researching and routing correspondence; drafting letters and documents, collecting and **analyzing** information, initiating telecommunications.
- Represents the executive by attending meetings in executive's absence, speaking for the executive.
- Completes assigned projects by doing research, assigning work to clerical staff, following up on the results.
- Prepare reports by collecting and **analyzing** information.
- Record, translate and distribute minutes of meetings.
- Monitor, screen, respond to and distribute incoming communications.
- Liaise with internal staff at all levels (translate conversation and documents)
- Coordinate project-based work
- Supervise, coach and train lower level staff
- Prepare meeting report and notify department manager.
- Prepare attendance report.
- Maintain office supplies, evaluating new office products.
- Ensure office appliances and equipment's are function properly by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, calling for repairs, maintaining equipment's inventories, evaluating new equipment and techniques.
- Handle admin task, inventory and manage office maids and drivers.
- Take care of department's guests, accommodation and transportation.

LANGUAGES

English – Proficiency

Thai – Proficiency

Vietnamese – Beginner

PURE BEAUTY - Samutprakarn Thailand/China

Assistant to MD / Product Manager coordinator / HR Assistant

May 2015 – August 2016

- Managing the entire product line life cycle from strategic planning to tactical activities.
- Specifying market requirements for current and future products by conducting market research supported by on-going contacting to customers and non-customers.
- Driving a solution set across development teams (primarily Development/Engineering, and Marketing Communications) through market requirements, product contract, and positioning.
- Developing and implementing a company-wide go-to-market plan, working with all departments to execute. **Analyzing** potential partner relationships for the product.
- Supported CEO through personal document management, calendar organization and collateral preparation for meetings.

- Manage and maintain executives' schedules, appointments and travel arrangements
- Arrange and co-ordinate meetings and events.
- Record, translate and distribute minutes of meetings.
- Monitor, screen, respond to and distribute incoming communications.
- Answer and manage incoming calls. Receive and interact with incoming visitors.
- Liaise with internal staff at all levels (translate conversation and documents)
- Interact with Suppliers and clients.
- Co-ordinate project-based work
- Supervise, coach and train lower level staff
- Prepare payroll, Tax and Social Security payment.
- Handle all employee visa and work permit application.
- Prepare company documents package and application for the employee to apply for NON- B visa at Thai embassy.
- Prepare documents for foreigner worker family's visa.
- Calendar 90day report and notify foreigner employee.
- Submit TM 47 to immigration for 90day report.
- Prepare company documents for Work permit approval (new employee) and Prepare Work Permit Issuance form and support documents for extension (renewal).
- Coordinate with immigration office by updating foreigner employee's address and contact information.
- Inform immigration roles and regulation to foreigner employee.
- Prepare meeting report and notify department manager.
- Coordinate with interview and administer test.
- Prepare attendance report.
- Prepare monthly Tax report and Social Security report.
- Handle finance payment and prepare withholding statement for contractor and outsource.
- Handle admin task, inventory and manage office maids and drivers.
- Take care of company guests, their visa, accommodation and transportation.

VERVATA Co., Ltd. - Bangkok Thailand / United Kingdom

Assistant to MD / HR Officer / BOI Officer

September 2011 – April 2015

- Assist MD and HR manager.
- Supported CEO/MD through personal document management, calendar organization and collateral preparation for meetings.
- Formally recognized for playing an instrumental role in the implementation of cost savings measures.
- manage and maintain executives' schedules, appointments and travel arrangements
- Arrange and co-ordinate meetings and events.
- Record, translate and distribute minutes of meetings.
- Monitor, screen, respond to and distribute incoming communications
- Answer and manage incoming calls and mails.
- Interact with incoming visitors or MD's VIP guests(investor)
- Translate documents such as work report, meeting report or documents as expats employees requested.
- Co-ordinate with outsourcing company.
- Supervise, coach and train lower level staff (maids, drivers, junior admin)
- Prepare payroll.
- Prepare visa and work permit application.
- Prepare company documents package and application for the employee to apply for NON- B visa at Thai embassy.
- Prepare company documents BOI E-Expert system for Position approval, Expert Approval and Termination of employment.
- Prepare documents for foreigner family's visa.
- Calendar 90day report and notify foreigner employee for bring in the passport.
- Submit TM 47 to immigration for 90day report.
- Prepare TM7, TM8, TM2 and support documents for BOI stamp.
- Prepare company documents for Work permit approval (new employee) and Prepare Work Permit Issuance form (According to Section 12) and support documents for extension (renewal).
- Coordinate with immigration by updating foreigner employee's address and contact information.
- Inform immigration roles and regulation to foreigner employee by email.
- Prepare meeting report and notify department manager.
- Coordinate with interview and administer test.

- Prepare attendance report, OT and leave report.
- Prepare monthly Provident Fund report and submit to the bank.
- Prepare monthly RD report and SSF report.
- Handle finance payment and prepare withholding statement for contractor and outsource
- Handle admin task, inventory.
- Take care of company guests, their visa, accommodation and transportation.
- Recruitment, interview, setting test and prepare candidate's package for Department manager.
- Prepare Filing for new entry employee, submit form to Social Security and notify all employees by email.
- Prepare documents for resigned and terminated employee.

EDUCATION

[TAFE South Bank - Brisbane Queensland Australia](#)

February 2004

Bachelor of Business Administration

[TAFE South Bank - Brisbane Queensland Australia](#)

December 1999

Certificate II in Hospitality

[East Coast College - Brisbane Queensland Australia](#)

July 1997

Advanced Certificate for Communication English

ADDITIONAL SKILLS

- Completed BOI, VISA and Work permit training from Broad of Investment Thailand.
- Microsoft office. Words, Excel, Power Point, Outlook, Internet Explorer, Skype.
- Organizational and planning skills
- Communication skills, effective listening skills.
- Information gathering and monitoring skills
- Problem analysis and problem-solving skills
- Judgment and decision-making ability.
- Confidentiality and royal.
- Team player.
- Attention to detail and accuracy.
- Office appliance. Fax, time log finger scanner, Security camera.

REFERENCES

References available on request