



Pinpak Awamphan

Telephone : 088-280-3528

Email : Awpinpak@gmail.com

Address : 39/198 Supalai Lite Tha Phra-Wongwian Yai Bangkok 10600

ABOUT ME

I am a hard working, honest individual. In actual I am a researcher. Graduated with experience in research works and management that made me to be a friendly person, helpful, polite and have a good sense of humour. I always willing to learn new skills. Looking for opportunities that will utilize my skillset and challenge me to improve.

SKILLS & PROFICIENCIES

- Proficient in using Microsoft Office ★★★★★
- Account and Purchas management ★★★★★
- Strategic and social selling ★★★★★
- Able to speak English ★★★★★
- Analysis and Creative ★★★★★
- Problem-solving and Teamwork ★★★★★

EDUCATIONAL BACKGROUND

Thammasat University Rangsit Campus 2016 - 2020

Bachelor of Arts (Sociology and Anthropology)

Major in Social Research

(2019) Field study in India : Fieldwork to study culture, people etc.

(2020) Best Thesis : "Twitter : The area of opinion debate that reflect to relesionship between the state and citizens"

Ratchaborikanukoh High School 2013 - 2015

Major in English and Mathematics

INTERESTS

Reading books (GOT, House of the dragon)

Traveling

Eating buffet

WORK HISTORY

Business Management & Administrator

LAB NETWORK CO., LTD.

January 2022 to Present

- Designs sales strategies and content.
- Creating artworks for various media platforms.
- Formulate sales strategies with supervisors.
 - Manipulation and control Google Ads.
 - Creating website designs and developing digital campaigns to increase web traffic.
- Maintaining office systems and office expenses.
- Supervise the outsource admin team.
- Preparing Documents for Quotation, Billing Invoice, Tax- invoice.
- Assisting and supporting accountant.
- Dealing with partner and make a contract (B2B).
- Preparing monthly report.
 - Take notes on all meetings or conversations.
 - Review relevant documents and make sure they're up-to-date.
 - Review past performance metrics related to goals set out by management.
- Answer customer queries and booking appointment.
- Other tasks as assigned

Contact: Mr. Vathunyoo Chutisilp

Email: klangac@gmail.com Telephone: 093-561-9614

Assistant Secretary

RV Connex Co., Ltd.

Febuary 2021 to December 2021

- Assisting the project manager and project coordinator.
- Administrative and office expenses.
- Document support (Purchase Requisition/Purchase order/Reimbursement)
- Supervise and communication coordinate when guests come.
- Preparing presentations to update senior management on the project's progress.
- Booking meeting room and conference facilities.
- Manage drivers and messengers of the company for support the employee.
- Make schedule for employees about WFH.
 - Make/Coordinate car schedule.
- Other tasks as assigned

Contact : Mrs.Taddao Phukodhin

Email : tuddow.p@rvconnex.com Telephone : 086-387-1192