



# Kooltida Mahaboonpachai

Admin Document Control & Project Secretary  
Company Secretary



Supalai Park, Phahon Yothin 21  
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088-273-9793

## EXPERIENCE :

- **Admin Document Control & Project Secretary** - (November, 2019 - December, 2021)
  - Create and store various documents such as
  - Monthly Report & Payment certification documents
  - Contact and Coordinate with external agencies and Departments within the company.
- **Company Secretary** - (March, 2017 - August, 2019)
  - Take care and Coordinate such as BOD , CEO , Managers and AGM meeting such as Appointments and Meeting schedules
  - Contact and Coordinate with External agencies such as Hotels, Restaurants, IOD, TSD, SEC and Departments within the company.
  - Join the meeting with the meeting record and Make a meeting report.
  - Prepare a meeting room such as food and beverages.
  - Create and store various documents such as
    - meeting report
    - Documents to clear expenses & Government fees.
    - Quotations in the VRM / SAP System / Double A system
    - Registration of the ISO system of the Charter and Policy
    - Logo design for subsidiary company, E-NEW Website, template for meeting and Make a presentation.

## ◎ EDUCATION : (2012 - 2016) Sripatum University

- Bachelor of Business Administration : Management **GPA 3.87**

## ◎ TRAININGS :

- Microsoft Excel #Intermediate
- Coordination techniques and Communication skills
- Document storage techniques & Data management by computer system E-filing
- Time Management

## ◎ TRAINEE : (2016 - 2017) Singha Beer Co., Ltd

- Department : Sale & Marketing -
- 2 Projects are
  - Singha Smart Family (SSF)
  - Singha Online Shop (SOS)

## ◎ SKILLS : Word, Excel, PowerPoint, SAP, VRM, E-mail