

MISS THITIMA THAMTHA

Work Experience

Document Attendant

Savathi Subdistrict Municipality Office

April - may 2019 (parttime)

- Publishing and compiling documents regulations as assigned.
- Take care of basic documents that the person contacted.
- prepare the place at meetings.

IT staff and document control

Sarina Preechalert Office (panthamitr52)

April - May 2021 (Student Intern)

- Print all documents for the agency. and is responsible for the preparation and storage of documents for the office.
- Receive and reply to customers who contact via E-mail Office Search for documents and create a request for a platform that the customer needs. Receive and deliver documents on behalf of the department head. Bring the revised or newly created document. Have each department sign the certification. as the document states.
- Explain to agents how to use the various applications when they update new information in the office.
- Responsible for all work related to computers in the department. Set up various hardware devices.
- Taking on the role of admin on the main Facebook page of the organization. Think content, edit photos, edit video clips 2-3 posts per day. Respond to conversations with customers.
- Make an account, summarize outstanding balances and check the list of paid customers each week.

Education

**Rajamangala University of Technology Isan
KhonKaen Campus 2018-2022**

**Bachelor's degree of Business Administration
and Information Technology**

subjects : Business Information System

NakornKhonKaen School 2014-2017

High School

Subjects : Science - Mathematics



About Me

Name :	Thitima Thamtha
Nickname :	Noey
Date of birth :	10 February 1999
Age :	23 years old
Status:	single
Date of Availability :	Immediately

Technical Skill

- Microsoft office (word, excel, power point)
- Adobe Photoshop (PS)
- Adobe Lightroom
- PHP language
- VB language
- SQL
- CSS
- Web design

My Hobby

- Cook
- Learn English Online
- Travel
- Photograph
- Plant a tree
- Watch football match

Contact Me

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