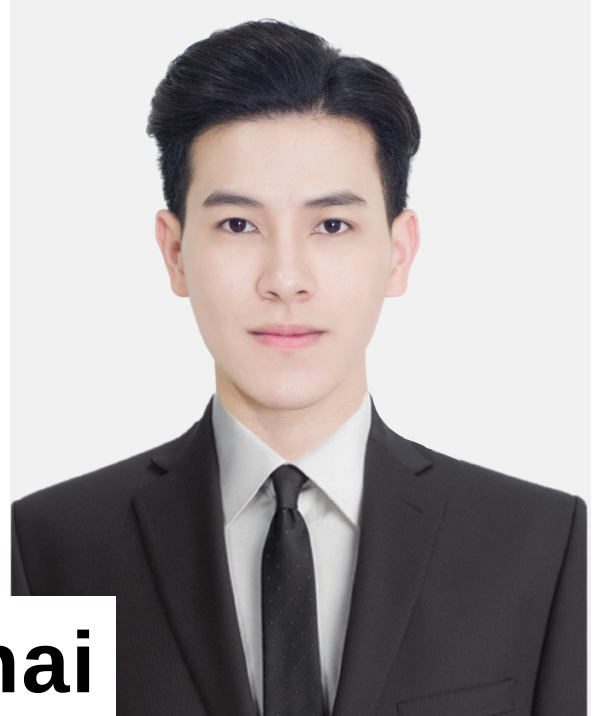


I am a young and energetic good team player and an adaptive and fast learner. I have experienced in project support and coordination, organizing meetings/events and training program as well as communicating with stakeholders. I open for a challenging opportunity with a company to become more expertise as a Coordinator, Program Assistant and Executive Secretary.



Saharut Sutthakulchai

WORK EXPERIENCES

(Feb 2021-present) Executive Assistant at The TSIS Company Limited Partnership

- Assist in project proposal development based on guidance and support from the Management Team
- Coordinate with internal and external stakeholders on business purposes
- Organize and facilitate events/meetings as annually scheduled
- Prepare letters, meeting agenda and other relevant documents for the CEO
- Develop presentations for trainings and workshops in consultation with the
- Assist in budget development, purchase request and reimbursement
- Other tasks as assigned

(Jan 2017-Present) Academic Tutor (Part-time) at The Edutainers

- Conduct tutorials in Thai and Society subjects at high schools under the Salesian Thailand Networks
- Develop the teaching curriculum for all responsible classes as assigned

(Oct 2019- Dec 2020) Administrative Assistant at The Cups Catering

- Take the lead in sales, marketing and branding department
- Coordinate between departments as well as internal and external parties
- Create the corporate identity (CI) of the company
- Lead all the marketing and communication strategies from branding, key messages, mood & tone as well as communication channels, both offline and online platforms
- Target audience, which align with the company's objectives

(Jun - Sep 2019) Internship at Courtyard by Marriott SE Hotel, Chicago, Illinois, USA

- Assist Guest Relations Manager and Assistant Manager at Jalapeno's The Hottest Mexican Restaurant
- Provide best quality of food services to clients and assist as assigned
- Enhance clients' satisfaction without no complaints during their stay

(Feb 2016- May 2019) Administration Support at Paul's Creation

- Organize trainings/workshops on strategic communications, personality development and team building activities for public and private organizations, including the Office of the Prime Minister, SCG Foundation, non-governmental organizations, and etc.

LANGUAGE

- Thai : Fluent (Native)
- English : Good

ABILITIES AND SKILLS

- Having an advance command in making creative presentations with PowerPoint and Canva program
- Having a good command in making documents with Microsoft office
- Experiencing in scheduling management
- Experiencing in conference instructor
- Excellent in written and verbal communication
- Able to manage strict project timelines
- Coordinating virtual/physical meeting
- Collaborating on projects or utilized teamwork
- Analyzing and processing data for a project
- Developing strategic program based on requirements
- Experiencing as an instructor for a program
- Knowledgeable about administrative law, labour law, civil and criminal law

EDUCATION

(2015-2019) Thammasat University, Bangkok, Thailand
- Bachelor of Political Science; Major in Politics and Government : GPA 2.85

(2012-2015) Hatyaiwittayalai School, Songkhla, Thailand

PERSONAL PROFILE

Date of Birth	January 28, 1997
Age	25
Nationality	Thai
Religion	Buddhism
Relationship	Single

CONTACT DETAILS

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REFERENCES

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