



KANOKWAN TANTIPIBUL

PROFILE SUMMARY

Starting to spend my life and achieving my goals by gaining experiences through working, willing to contribute ideas and learn new things in all aspects of job I have gone through.

PROFESSIONAL SKILLS

- Eager to learn new things
- English language: good (listening: good, speaking: good, reading: good)
- Microsoft offices
- Leadership skill
- Organized with the ability to prioritize and multi-task

LET'S WORK TOGETHER!

Number: 093-9619899

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WORK EXPERIENCE

Coordinator

Creful Interior Company | March 2021 - Present

- Communicating and Collaborating with both internal and external organization about project
- Maintain files and records with effective filing systems
- Arrange venues and schedules for meetings between all of the individuals who will be contributing to a tasks
- Organizing, attending, and participating in project meetings.
- Preparing necessary presentation materials for meeting
- Perform other relevant duties as required

Guest Relation Officer

Lebua At State Tower | October 2019 - March 2020

- Streamlined check-in process to decrease waiting times and increase customer satisfaction.
- Recommended hotel services, restaurants and bars that guest may find useful.
- Escorted guests to assigned rooms, and provide the guest with special accommodation requests.

ACADEMIC BACKGROUND

Assumption University

Undergraduate's degree in school of arts | 2019

- Majored in department of Business Japanese
- Minored in International Business Management
- Graduated with 3.38 GPA

Assumption Suksa School

High school diploma | 2015