



NAME : VORAPITCHA MALAI

Nickname : PULSE

Height & Weight : 65 kg / 170 cm

Date of birth : 17th Aug 1996

AGE: 26 YEARS

PERIOD OF EMPLOYMENT : 2 YEARS 4 MONTHS

CONTACT

✉ vorapitcha2539@gmail.com

☎ 061 509 9399

📍 Bangkok Thailand

🌐 Line : nppulse

PERSONAL SKILLS

Coordinate/Colaboration

Project Management

Positive attitude

Leadership

Language skill - English

Certificate

- Introduction & Implementation of ISO9001:2015

- ISO 9001:2015 Internal Auditing

ISO 9001

มาตรฐานระบบบริหารงานคุณภาพ

WORK EXPERIENCE

Secretary Coordinator

CMC Biotech Co.,LTD | July 2021 - present (Medical Equipment)

- Authorize to do the document and report for Project dept.
- Issue document, monitor, record all activity and report to Project dept.
- Issue Renovation Contract and Payment voucher according to billing period and record all renovation expenses to ensure that total expenses under budget.
- Assist in planning, organizing, directing and controlling all administrative tasks in department in order to achieve the goals and to follow up on improvement action plan according to the company's policy

Project Administrative Assistant - TOPAZ Project

ANSELL.,LTD | Sep 2019 - Apr 2020 (Healthcare Industry)

- Maintaining and updating Project databases in SharePoint/ MS Team
- Supporting in scheduling appointments for internal meeting
- Day-to-day Coordinate / liaison with all project leaders & team
- Prepare and provide documentation to internal teams and key stakeholders
- Order resources, like equipment and hardware as needs
- Support track expenses & Project spending

EDUCATION BACKGROUND

Bachelor's Degree - THAMMASAT UNIVERSITY

- Faculty of Science And technology
- Major - Agricultural Technology