

Thanyanut Wuttithonvitit

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E-mail : thanyanut.wu@gmail.com
Expected salary : Negotiable



SUMMARY OF SKILLS

- Effective communication skills be able to communicate to a wide range of audiences.
- Strong analytical and presentation skills.
- Proficient in Microsoft Office (Excel, Word, PowerPoint)

EXPERIENCE

January 2020 - Present.

Wire and wireless Co., Ltd. - Sales

- Sales products regarding to company target and provide the daily summary report.
- Communicate with clients to identify and define requirements to meet an objectives of customer needs.
- Verify the application documents and service contract of customers.

August 2016 - July 2019

TQM Insurance Broker Co., Ltd. - Planning & Project Management Assistant Manager

- Coordinate with internal and external team, lead a team meeting, take minutes of meeting and follow-up overall result of the project.
- Managing project documents such as the project plan, budget, schedule, contract, etc. to management team.
- Provided of reports (Monthly, quarterly, and yearly) to the management team.
- Performed miscellaneous duties, which are work-related, as assigned.
- Documenting and following up on important actions and decisions from meetings.

March 2015 - August 2016

DKSH (Thailand) Co., Ltd. - Master Data Maintainer

- Input and Output customer data on the SAP system.
- Collect, review, and update all existing documents and records to the system.
- Assist client with information and data support to the system.

August 2013 - February 2015

A3 Retail (Thailand) Co.,Ltd. - Data analyst

- Communicate with clients to identify and define task requirements, scope and objectives
- Organizing, attending, and participating in client & team meetings.
- Documenting and following up on important actions and decisions from meetings.

- Prepare monthly, quarterly and yearly report to management team.
- Coordinator with internal and external to meet company purpose.
- Monitor and Quality Control (QC) in database for an accurate result.
- Collect, review, and update all existing documents and records to the system.
- Providing administrative support as needed.

EDUCATION

Jun 2009 – May 2013

Bachelor of Business Administration (Major : Computer Information Systems) – Rajamangala University of Technology Phra Nakhon, Bangkok, Thailand.

May 2003 – Mar 2009

Mathematics – English Program – Santiratwitthayalai School, Bangkok, Thailand.