



ABOUT ME

Experienced **secretary** field more than 5 years in the foreign affairs related company/ organization with demonstrated an ability to keep track of everything from deadlines to essential files, effectively manage an executive schedule, coordinate with high-level management personal assistant with proper manner and protocol as well. Strong detailed-oriented professional with a role focused in the full pack of secretarial and other tasks assigned. Self-initiative. Understanding professional standards/company's regulations with proven track record of reliability and determination.



CAREER OBJECTIVES

Seeking for the opportunity to work with company/organization where I can improve work practices and utilize skills in multifaceted levels such as organizational skills, communication skills, initiative and moving forwards, being a team player, coping with stress and working under pressure, problem solving skills, flexibility and adaptability, and professionalism to contribute profitability, business growth, and company success.



INTEREST



Reading



Nintendo



Traveling



Social Media



Netflix



Investment



Star Gazing



Music

Methiya Mueangmeesap

Executive Secretary



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Bangkok, Thailand



Methiya Mueangmeesap



EDUCATION

2011 - 2015

SILPAKORN UNIVERSITY

Bachelor of Arts (English, Chinese)

GPA 3.23 (Second class honour)

2008 - 2010

CHONKANYANUKOON SCHOOL

Maths and Science Programme

2005 - 2007

English Programme



WORK EXPERIENCE

2019 - 2022

(Contract ended)

The Eastern Economic Corridor Office of Thailand

International Affairs Coordinator

(Executive Secretary to Deputy Secretary General)

2017 - 2019

(Contract ended)

The Siam Commercial Bank

□ Secretary to Senior Vice President

□ Registrar Officer

□ International Processing Center Officer



2016 - 2017

Kumiai Chemica Industry Co., Ltd.

Secretary to Manager (Japanese)

2015 - 2016

The Ministry of Foreign Affairs

Research and Manage Information Staff

2014 - 2014

The Ministry of Foreign Affairs

Trainee (March 2014 - June 2014)



SKILLS AND ABILITIES

Computer Literacy

Basic:



Power BI



Photoshop

Intermediate:



Excel

Proficient:



Search Engine



MS Word



MS PPT



Outlook, E-mail



MS Team

Languages

Thai: Native

English: Proficient (TOEIC 835)

Chinese: Basic

Licesce: Valid driving license



REFERENCES

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