



WANWIPA JANPHENG

Administrative

Seeking a challenging career opportunity to expand my learnings, skills and knowledge. I am an administrative assistant with 2 years' experience in efficiently completing and coordinating administrative and operational tasks. I always be open minded to learn new things. I able to work in team and individual.

EDUCATION

Maejo University, Chiang Mai

Faculty of Liberal Arts, English Major
2014 - 2018

GPA: 3.33

Bungsamphan Wittayakom School,
Phetchabun completed in 2013

SOFT SKILLS

Service mind
Communication and interpersonal
Flexibility
Positive attitude
Independence

COMPUTER SKILLS

Good Knowledge Microsoft office,
PowerPoint, Excel or Canva

LANGUAGE

Thai (Native)

English (Basic Working Proficiency)

TOEIC 2022 : 665

REFERANCES

Arpaporn Kitipreeyaporn (Financial Controller)

Arpaporn.kitipreeyaporn@tmf-group.com

Nitina Nuntavinya (Office Manager)

Nitina.Nuntavinyu@tmf-group.com

TMF (Thailand) Ltd.

CONTACT

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khen, Lak Si, Bangkok 10210

EXPERIENCE

TMF (Thailand) Ltd.

April 2020 - Present

Administrative Assistant

- Screen and forward phone calls
- Handle outsource messenger service/office supplies
- Record outsource messenger service daily report
- Process clients disbursement key charge
- Sort and distribute mails to each departments

Karinthip Villlage Hotel, Chiang Mai

November 2018 – March 2020

Reception/front desk & Reservation

- Served guests by greeting and welcoming upon arrival
- Answered direct incoming calls or emails communicated
- Assisted guests for special needs as required
- Booked and confirmed room reservation via phones or emails
- Set room price via OTAs (Online Travel Agency)

Work and Travel Program – Alabama, USA

May 2018 – September 2018

- Provided customer service and presenting menu
- Set up, cleaned or wiped off chairs and table
- Assisted serve food and handled complaints

Hug Hostel & Rooftop, Chiang Mai

Trainee & Part time Job

Reception/front desk November 2017 – May 2018

- Assisted register, check in/out guests
- Operated tour reservation and contacted tour agency
- Provided information about attractions, transportations or restaurants in Chiang Mai