

PATWARUNYA SETTHANONWANICH

Secretary



CONTACT

✉ patwarunya_s@hotmail.com

☎ (062) 464 9494

🏠 402/8 Sathupradit Rd.,
Bang Phong Pang, Yannawa,
Bangkok 10120.

PERSONAL DETAILS

Date of Birth: January 14, 1992

Nationality: Thai

Expected Salary: Negotiable

EDUCATION

MASTER OF ARTS: HOSPITALITY AND TOURISM INDUSTRY MANAGEMENT

Bangkok University
Bangkok, Thailand

BACHELOR OF BUSINESS ADMINISTRATION: AVIATION BUSINESS MANAGEMENT

(First Class of Honor Certificate)
Rangsit University
Bangkok, Thailand

WORK EXPERIENCE

SECRETARY & ADMINISTRATOR

Kamala Beach Resort & Hotel Mananagement Co., Ltd. | May. 2019 - Present

- Responsible for supporting executive management with all secretarial requirements and maintaining confidential information.
- Maintain executive management agenda and assist in planning appointment, board meeting and conferences.
- Make travel arrangements for executives and company visitors, including booking flights and accommodation.
- Assist in planning and preparation of meetings and conferences.
- Provide administrative support to company's departments and manage general office operations and maintenance including coordinate with suppliers.
- Conduct research and prepare presentations or reports as assigned.

SECRETARY

Baker Tilly Corporate Advisory Services (Thailand) Ltd. | Jan. 2018 - Apr. 2019

- Provide a high level of secretarial and administrative support to Managing Partner including travel arrangements, visas, appointment arrangement and calendaring.
- Review all documents from every related department before proposing signatories.
- Personal Petty cash control, private payments, and reports.
- Responsible for answering & screening telephone calls.
- Raising purchase orders, expense claims and arranging invoices.
- Liaising with other staff regulatory authorities, suppliers and clients etc.
- Organize documentation and retention of both hard and soft copies.
- Responsible for company activities such as new year party, company outing trip and other activities.
- Manage household staffs and activities in the office, running errands.



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SPECIAL SKILLS

- Excellent Coordinate skills.
- Strong Communication skills.
- Confident and professional manner.
- Proficient in Microsoft Office Programs, Adobe Photoshop and Social media.
- English Proficiency:
Speaking (Good) / Reading (Good) /
Writing (Good) / Listening (Good).

REFERENCE

Miss Nicha Chotenikom
Human Resource, Baker Tilly (Thailand) Ltd.,
Contact: 086 364 0617, 02 675 5400 (Ext.219)

Miss Jirattakarn Rungkiatnawin
Office Manager, Baker Tilly (Thailand) Ltd.,
Contact: 02 675 5400 (Ext.218)

Mr. Yundiyong Thantiviramanon
Group Managing Partner, Baker Tilly
(Thailand) Ltd.,
Contact: 02 679 5400.

WORK EXPERIENCE

RECEPTIONIST

Baker Tilly Corporate Advisory Services (Thailand) Ltd. | Oct. 2014 – Dec. 2017

- Greet and facilitate the visitors and guests.
- Answer incoming calls and coordinate with all concerned parties.
- Manage expatriate's 90-day notification, passport, visa.
- Manage and control the company's messenger and courier.
- Support all administrative duties as assigned by Office manager e.g. monthly expense and receipt, petty cash, photocopying, printing, scanning, facsimiles.
- Coordinate with suppliers on quotation, payment, and delivery.
- Coordinating and supporting other units as required.

ACCOUNT EXECUTIVE

Jairanai Entrainment Co., Ltd. | Jul. 2014 – Sep. 2014

- Selling advertising space on various publications and websites by cold calling and chasing up existing leads.
- Identifying potential new clients.
- Keeping client records up to date and accurate.
- Reporting regularly to senior manager on progress.

GROUND CUSTOMER SERVICE (INTERN)

Thai Airways International Co., Ltd. | Nov. 2013 - Feb. 2014

Ground Customer Service Department (KP-Air side),
(Immigration Check Point) - Check passengers' travel documents (passports, immigration form, and visas) Answer any related questions inquired by passengers

(CIQ Check Point)- Provide international passengers with information about their connecting flight directions and announce the final call for any flights in the airport.

(Boarding Gate) Match passengers' passports and boarding pass together for security reason and search for passengers who are going to miss their flight.

ACHIEVEMENT HONOR AND AWARDS

- Awarded Prasit – Khunying Pattana Ourairat Scholarship: Four-year scholarship covering tuition fees at Rangsit University.
- Awarded First Class of Honor Certificate at Rangsit University.
- Certificate of Achievement, Galileo Basic Reservation Training Course, Galileo Thailand.
- Certificate of Achievement, Galileo Basic Fare Ticketing Training Course, Galileo Thailand.