



SUKANYA KIJJAPALO

Coordination & Operations Support

EXPERIENCE

Laboratory scientist-SAND E 68 CONSULTING ENGINEERING August 2021-Nov 2021

- Documented control charts and monitored key parameters
- Coordinated calibration and maintenance schedules for laboratory instruments
- Supported laboratory operations requiring accuracy and attention to detail

Customer relation management officer SGS THAILAND LIMITED Nov 2021 - present

- Coordinated multiple customer requests and internal processes simultaneously
- Acted as a communication link between customers and internal teams
- Provided procedural information and followed up on required documents
- Tracked task status, timelines, and pending items using the CRM system
- Ensured smooth process flow and timely completion of assigned tasks

EDUCATION

Bachelor of Science in Environmental Chemistry
King Mongkut's Institute of Technology Ladkrabang |
2018-2021

SKILLS SUMMARY

- Coordination & Follow-up
- Task & Timeline Management
- Document Tracking
- CRM System
- Attention to Detail



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Professional Summary

Coordination and operations support professional with experience managing multiple tasks and stakeholders simultaneously. Skilled in customer coordination, internal follow-up, document tracking, and timeline management within structured systems. Comfortable working in fast-paced environments that require accuracy, organization, and clear communication.

LANGUAGE

- English (Professional Working Proficiency)