



# SUKANYA KIJJAPALO

## Coordination & Operations Support

### EXPERIENCE



0641425450



meemakham@gmail.com



22/250 Cheangwattana road. Luksi

### 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.

#### 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

### LANGUAGE

- English (Professional Working Proficiency)

### SKILLS SUMMARY

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