**Miss Arwee MANIGLUCK** 

Date of birth: 25 June 1989

Nationality: Thai

Marital status: Single

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Address: Bangkok, Thailand 10120

Languages: **Thai** :Mother tongue, **English** : Upper-intermediate.

**WORK EXPERIENCE**

***Oct 2013 to Oct 2014 Parker Bridge Recruitment., Co. Ltd., Executives’ Assistant (report to GM), Thailand.***

***Job Description:***

**Sales force Administrator**

* Manage *Salesforce.com* users' administration, to ensure users are assigned appropriate access and functionality.
* Daily administration and support of CASES’ Sales force database including managing multiple users' setups, profiles and roles, customization of objects, fields, record types, page layouts and validations.
* Develop and test officers working technical documentation of existing and future applications.
* Gather business requirements from General Manager, Marketing Manager, Finance Manager and Sales Executives.
* Develop and create customized reports and dashboards.
* Coordinate with on-boarding to add new users and new clients to the *Salesforce.com system*.
* Coordinate with technical teams in Australia for *Salesforce.com* error reporting, identifying and solving technical issues.
* Provide training and technical support to colleagues on how to use database applications of *Salesforce.com.*

**Advertising**

* Provide technical support to colleagues in order to advertise jobs at *JobsDB.com*, *Salesforce.com*, *Linkedin.com*, *Facebook.com* and *Pantip.com*.
* Promote the company at Business events.
* *JobsDB.com* : Provide technical training to colleagues on how to use the system as a team and develop the database.

**Office Administrator**

* Receptionist ; PBX phone system operator, Order input-output, Customer database and Customer Service.
* General tasks assigned by CEO, General Manager, Finance & Compliance Manager and PR & Marketing Manager.
* Assist the GM and CEO to manage inter-office communication, plans, schedules, meetings and appointments.
* Make travel arrangements and prepare relevant expense reports.
* Coordinate and attend weekly management meetings.
* Organize the outlook office calendar as an admin.
* Administer general office activities such as mailing, filing, and call handling.
* Handle projects, conduct research, as well as coordinate HR activities.

***2009 to Oct 2014 AusWaThai company, Director Personal Assistant, Thailand-Australia.***

* My duty was to assist the director in the office and outdoors, including hosting Business Executives visiting Bangkok.
* Cultural Concierge, Personal Assistant, Liaison officer, Tour organiser.
* Translation services for media publication related to *AusWaThai Forum Moderator*.

***2008 to 2009 Twitter Software, Sale Online.***

***2002 to 2008 Thai dancer at Radisson Hotel , Thai Restaurants and Events***

***with the College of Dramatic Arts Professor team, Thailand***

***Volunteer work :***

***2010 to July 2013:*** Worked for ***Central Insurance Company*** in Australia

as a Receptionist Assistant and a Personal Assistant.

**EDUCATION**

**University**:

**2010 to 2012** Bachelor of Hospitality & Tourism Management at "**Edith Cowan University**"

Perth, Australia.

***2010*** Six months of intensive English course at the "**Milner International**

**College of English**", Perth, Australia.

***2006 to 2009*** Matthayom 4 to 6 (grade 10 and 12) at "**Triam Udom Suksa School**"

Bangkok, Thailand. Major in English and French language.

(Graduated in 2009).

***2002 to 2006*** Matthayom 1 to 4 (grade 7 to 10) at the "**College of the Dramatic Arts”**

Bangkok, Thailand.

**INTERESTS & LEISURE ACTIVITIES**

Thai and freestyle dancing. Fashion. Socializing. Fitness. Improving my English skills. Music. Travelling. Movies. Pets. Eager to learn new things.

**KEY QUALIFICATIONS**

Excellent Interpersonal skills. Computer Skills. Open minded. Adaptability. Reliable. Patient. Confident. Good knowledge of Thai culture, Thai classical arts and Western cultures. Service minded. Punctual.