RESUME

Name : Ms. Gahnokchol SINANANPAT

Address : 9/363 Moo 9 Suksan Village 5 Soi 7,

Bang-khae, Wong Whaen Nok Rd.,

Bangkok 10160

: 169/29 Soi La Salle 8, La Salle Rd.,

Bangna

Bangkok 10260

Mobile 0888 942 978

[gsinananpat@yahoo.com](mailto:gsinananpat@yahoo.com)

Position applied for : Personal Asst./Executive Secretary/Project Admin. & Secretary

Age : 45

Born : April 2, 1970

Height : 161 cm.

Weight : 60 kg.

Status : Single

Salary expectation : 28,000-30,000BHT./mth.

## EDUCATION

2003 : TAFE, NSW

213 Pacific Hightway, St. Leonards

Sydney, Australia

* 1. : Ramkhamhaeng University, Bachelor degree of Arts

Ramkhamhaeng Road,

Bangkok 10240

* 1. : Kitti Commercial College

St. Louis Soi 3, South Sathorn Road, Yannawa

Bangkok 10500

## EXPERIENCES

Nov.2013-Present : Part time job

(Silom Learning Home Internatinal School/Bangkok Living Development Co., Ltd../EACP & Orbit Design Co., Ltd.)

Aug. 2007-Oct. 31 2013 : CSC (Computer Science Corp., Group

2006 : Keen Arts Garment

2004-2005 : Self-employed

Financial Consultant/Marketing Coordinator

(Italian -Thai Development, KFMS)

1995-Feb.2002 : Societe Generale Bangkok International Banking Facility

Emporium Tower, 11th Floor,

Sukhumvit 24 Road, Klongton

Bangkok 10110

* 1. : WCOTP

Soi Thonglor 7, Sukhumvit Road,

Phrakanong

Bangkok 10110

1988 : VOLVO (Thailand) Co., Ltd.

Sukhumvit 17 Road

Bangkok 10110

(Training Course for 3mths)

Professional Skills :

MS Dos/Power Point Filing/Editing SuperWrite (70wpm)

Windows Typing (65+wpm) Business English

VISIO Office Procedures Customer Service Skills

Excel Telephone Skills Windows Media Player/Nero Express

Employment Skills :

* Developed ability to work in a fast pace atmosphere.
* Maintained excellent customer relations and developed customer rapport .
* Ability to follow instructions well and make decisions with no supervision.
* Maintained all record keeping procedures without error.
* Delegated responsibilities to employees to meet company’s expectations.
* Effectively developed telephone communication skills and consistently met quotas.

Language : English/Spanish

Activities/Affiliations :

* English Club at University
* Lane Cove Thai Foundation, Sydney
* TAFE Campus, Northern Sydney
* RSL Club Membership

Interests : Bush walking/Sightseeing/Thai Dancing/Travelling/Cooking

Other Part Time Work : Asst. Chef at Spanish restaurant, Crowsnet

: Asst. Thai Chef at Bondi Junction

: Coffee Maker at Malaysian restaurant, QVB Bldg., Market St.

References : Ms. Pongsri Chaiwattanarote, Finance & Accounting Director

Fortis Bank

15th Floor, Silom Complex Bldg., Silom Rd., Bangkok 10500

: Mr. Juan Ramon, Professor Spanish Department

Ramkhamhaeng University, Ramkhamhaeng Rd.,

Bangkok 10240

Responsibilities at CSC (iSOFT ) Solutions Thailand

* To make appointments between bilateral parties, Siriraj Hospital & iSOFT Solutions (Thailand) Ltd.including outsources party.
* Arranging schedule and follow up ad- hoc meeting & weekly meeting including meeting room reservation
* Minutes taking and making a report to a both party; a lead of each module, Practitioners, doctors & Stake holders of each dept. in Siriraj Hospital & relevant parties incl., outsources.
* To response all of secretarial jobs (filing, ticketing, accommodation, limousine reservation & purchasing etc.)
* To summary and report customer’s requirements to the Management.
* Signoff Document Preparation after having a conclusion of Siriraj’s Requirements and follows up a progress.

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Responsibilities at KFMS (Kinetic Monitoring Fund System)

* Coordinating for specified consultants
* Upkeep of diary system and database
* Area management of consultants whenever possible
* Arrange second meetings and re-schedule appointments when requested
* Follow and report upon progress of all appointments made
* Process all new business received and follow-up on all necessary documentation required
* Record daily telephone calls: advice results to General Manager on a weekly basis.

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Job Descriptions at Societe Generale Bank

* Making appointment for Management Team in Bangkok and other regions (S’pore, Hongkong and France)
* Arranging daily schedule for Management Team in Bangkok and arranging weekly schedule for Management Team in S’pore & Hongkong who will visit clients in Bkk.
* To check and update foreign currency exchange rate daily (USD/JPY/DEM/Swiss Franc..etc.) and report to S’pore Branch.
* To contact new clients and making a courtesy call meeting for Management Team in Bkk and other regions.
* Arranging accommodation, driver, and booking a ticket for visitors who have a business trip. Filing documents/typing letters/Loan Agreement & answering telephones etc.

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