



Skills

Adobe Illustrator



Adobe Photoshop



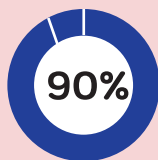
Adobe PremierePro



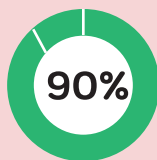
MS Office



MS word

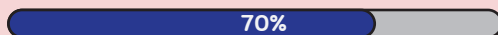


MS Excel



Programming Languages

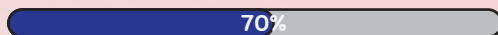
C



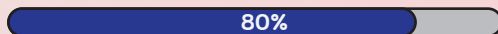
Java



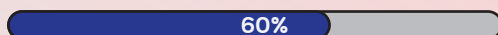
PHP



HTML



CSS



Javascript



Special Interested



Personal Information

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Bangkurat, Bangbuatong District, Nonthaburi 11110

Line ID : marcusuc

IG : @bank4real_au

Pawit Yodkaset (Bank)

Business Development Officer



Education

Wat Rajadivhas School, Thailand 2007–2013
Science – Math

University of Canberra, Australia 2014–2018
Diploma of Business Extended, GPA 2.83

Rachaphruek University, 2020–Current
Bachelor of Technology Digital (Information Technology)



Experiences

Tirawat Air Compressor Co.,LTD. 2020–Current

- Gather data from 3 sections and generate KPI quarterly. (Quarterly)
- Create a modern system for department to cooperate with other departments eg. Forms, reports, Google Sheet, Google Form.
- Generate Service Evaluation Report for manager/director to analyse how service team performed (Quarterly)
- Generate meeting report if requires (in case there is a team/company meeting)
- Create a modern presentation for manager to report department process in management meeting (Quarterly)

Mazuma (Thailand) Co.,LTD. 2020–2020

- Secondary create a daily time sheet (Time sheet indicates a what-to-do list) and to provide the manager and directors.
- Support international sales documents – quotation, proforma invoice, packing list, purchase order and other related documents.
- Primary coordinate international customers eg. Cambodia, Sri-Lanka and Laos communicate to customer in English by Line and emails to response customers' inquiries.
- English Translator for other departments within the company.

Primacy Supply Co.,LTD. 2019–2020

- Entered Sales Engineers data using Microsoft Office efficiently, and following procedures to keep all information private.
- Produced high-quality documents such as, documents files, and hard copy.
- Supported Accounting Department and Purchasing Department in order to generate purchase orders (PO.) to overseas, for instance, U.S.A., Italy, Germany, Korea, and China.
- Following the import procedures from FedEx and DHL.
- Communicating with suppliers from overseas by emails.