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| **NUTTAWADEE LANGEETUN**  40 M. 1 T. Phaerah A. Thapae 91150 Satun Thailand  **Marital Status**: Single **Religion**: Islam **Email:** nulangeetun@gmail.com  **HP: (**66)095-0358650 |
| **EMPLOYMENT HISTORY** |



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| **Year** | **Position** | **Company** |
| Sep 2014 - Present | **Government Civil Servant** | **Agricultural Land Reform Office,** Agricultural and Cooperative Ministry |
| Jan 2013- Sep 2014 | **English Teacher** | **Ibnu Auf Technological College**  **Satun** |
| Aug 2012- Dec 2012 | **Retail Sale Assistant**  -Manage full scope of day to day operation including promote sales; manage inventory, cashier and customer services. | **M&M Minimart**  **Satun Thailand** |
| Sep 2011 – Aug 2012 | **Cyber Cafe Administrator**  - Handle full tasks including customer supports related to the cyber cafe, photocopy, printing, wifi etc.  - Aliases with Cyber cafe owner and technicians regard items order and repair  - Manage part-timers working hours, payment and overall. | **Apex Hi-Tech Sdn Bhd**  Computer Lab, International Islamic University Malaysia |
| May2010 – Sep 2011  Jul 2010 – Sep 2011  Feb 2010 – May 2010 | **Airline (Tiger Airways) Ticketing Consultant**  **(Junior Executive)**  - Issue flight tickets via telephone services  - handle customer service and complaint related to the airline services  - Trouble-shooting for online booking services  - Aliases with customers and airports ground staff for any ad-hoc circumstances  All calls are handled using English and Thai as a medium for communication.  **Customer Satisfaction Survey for Dells (Thailand)**  -outbound calls to dells customers for provide customer satisfaction survey  - record all data received and report to Dells  - Aliases with interpersonal of Dells Thailand  **Assistance Secretary of Education Affair**  -Aliases with educational institution for the Thai scholarship students  -Preparing documents and recording follow up data of particular students  -Coordinate with student trainees who apply for practical training at the Embassy. | **Symphony BPO Solution Berhad**  (Selangor , Malaysia)  **Symphony BPO Solution Berhad**  (Selangor , Malaysia)  **Royal Thai Embassy** Kuala Lumpur, Malaysia |
| **Educational Background** | | |

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| **Year** | **Degree / University** | **Grade** |
| 2011- 2012  2005-2010  2001-2004 | **Master Degree of Management**  International Islamic University Malaysia (IIUM)  **Bachelor Degree of (Science)**  **Biotechnology**  International Islamic University Malaysia (IIUM)  **Higher Secondary** Thapaepadungwit SchoolSatun Thailand | 3.80/4  2.99/4  3.66/4 |

**Skills and Strengths**

**Computer:**

* Microsoft (Windows, Office)
* Internet, ChemSketch
* SkySpeed and Flight Speed system for airline ticketing

**Languages:**

* Thai (Native Language)
* English (fluent in relevant skills; reading, writing, listening & speaking)
* Malay (able to comprehend and communicate at moderate level)

**Supplemental Skills**

* Team Player , outgoing and friendly
* Able to work under pressure
* Willing and able to learn new things rapidly and hard working
* Independent, Creative and Innovative

**Awards and Special Tasks**

Dec 2012- March 2013 English Teacher (special) for IbnuAuf Technology College Satun

May 2012– Aug 2012Rector’s Fellowship Awardand special tutor for GSM, IIUM

Nov 2010 – Aug 2011 The Best Performance Employee of Tiger Airways Project, Symphony BPO Solution Berhad

2004 – 2010 The Recipient of One District of Scholarship**,** Thaphae Satun for Bachelor Degree in Biotechnology at IIUM, Malaysia

2001 – 2003 The Best Student Awardfrom Thaphaepadungwit School, Satun Thailand