**POSITION SOUGHT:**

**CAREER OBJECTIVE:**

To demonstrate my capability and elaborate on my suitability for this position by providing concrete details addressing the Competences, Skills and Qualifications required for the position as stated in the job vacancy.

**EDUCATION BACKGROUND:**

**GRADUATE UNIVERSITY: SUKHOTHAI THAMMATHIRAT OPEN UNIVERSITY**

Date Attended: 08/2015 – Present

Faculty: Faculty of Liberal Arts

Major: Information Science

*(Noted: Master of Arts, Program of Information Science has been registering throughout the first semester of year 2017, the relevant subject titles are Information Technology, Research and Statistic, Advanced Management of Information Organization, Information and Retrieval)*

**UNDERGRADUATE UNIVERSITY: ASSUMPTION UNIVERSITY**

Dated Attended: 05/1995 -10/1999

Faculty: B.A. (Liberal Arts – English)

Major: Business English

**HIGH SCHOOL: SATRI MAHAPRUTTARAM SCHOOL**

Date Attended: 05/1992-05/1995

Diploma: High School Certificate

Major: Arts – French

**OTHER QUALIFICATION:**

**GRADUATE UNIVERSITY: SRINAKHARINWIROT UNIVERSITY**

Date Attended: 06/2002 – 01/2007

Faculty: Humanities

Major: Business English for International Communication

*(Noted: Obtained the unofficial transcript of Academic Record bypassed41 credits of Comprehensive Examination, no degree earned on January25, 2007)*

**COMPETENCES AND QUALIFICATIONS:**

|  |
| --- |
| **PART TIME JOB:** |
| *• Freelance Translator (English-Thai / Thai-English ) : Bannganplae Translation online service.* |

**PERSONAL SKILLS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LANGUAGES** | **FLUENT** | **GOOD** | **FAIR** | **LEAST** |
| ๏ THAI |  |  |  |  |
| - Spoken  -Written  -Reading  -Listening | **⁄** |  |  |  |
| **⁄** |  |  |  |
| **⁄** |  |  |  |
| **⁄** |  |  |  |
| ๏ENGLISH |  |  |  |  |
| -Spoken  -Written  -Reading  -Listening | **⁄** |  |  |  |
| **⁄** |  |  |  |
| **⁄** |  |  |  |
| **⁄** |  |  |  |
| **COMPUTER SKILLS** |  |  |  |  |
| ๏Microsoft Words | **⁄** |  |  |  |
| ๏Microsoft Excel | **⁄** |  |  |  |
| ๏Power Point | **⁄** |  |  |  |
| ๏Internet Explorer | **⁄** |  |  |  |

**PERSONAL PARTICULARS:**

● Birthday: 11 August 1977 **●** Nationality: Thai

**●**Height: 163 cm. ● Weight: 60.0 Kg.

● High responsibility, Hard Work. ● Good communication and well interpersonalSkills.

● Reliable, Good team player. ● Able to work under high pressure situation.

● Poistive Thinking, Analytical Skills. ● Able to work independently, Self-motivated.

● Honesty, Self Ethics, Morality. ● Details Orientation and Well organized.

● Excellent health. ● Able being Leader characteristic.

**LICENSE, TRAINING, MEMBERSHIP, AND RECOGNITION:**

List of professional license, certifications including other skills and abilities consider relevant to the position.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **OTHER SKILLS**  **YEAR** | **2011** | **2012** | **2015** | **2016** | **2017** | **2018** |
| **Recognitions:**  ๏Excellency mother  on Mother’s Day *(August 10,2012)* |  |  |  |  |  |  |
| **๏** Board of Committee at Pattarawittaya School, Deputy of Parents |  |  |  |  |  |  |
| **Training programs:**  ๏Supervisor of Safety Office  ๏Board of Committee in Occupational Health and Safety Division |  |  |  |  |  |  |
| **Health check-up program**:  *๏Annual Medical check-up Report: Excellence (Latest updated on March 12,2017)* |  |  |  |  |  |  |
| **Driving License**:  ๏Kingdom of Thailand, Type Private car (No. 56000110) |  |  |  |  |  |  |

**WORK EXPERIENCES:**

**ORGANIZATION 1: MAINMARK GROUND ENGINEERING (THAILAND) CO., LTD.**

22/1 Soi Navongprachapatthana1 Seekan Donmueng BKK 10210

**OFFICE MANAGER** (1/12/2016 – 20/3/2017)

*Major responsibilities and accomplishments:*

● Assist and Liaison with Government Sector, especially for The Ministry of Transportation and Communication. For example, E-Auction, E-bidding of all construction works’ procurement, All tender prices with Government Department to ensure that all requirements and documentation are being met.

● To be assist as Bilingual Translator for both English-Thai and Thai-English. Most documents are Official and Unofficial documents for Executive Levels.

● Co-ordinate and overview planned daily activities with the Project Managers, Commercial Manager and Operation Manager to assist in the smooth flow of the daily’s work.

● To review activities daily to ensure that the company is not committing an offence under law in any activities.

● Control import/export items with Freight agent. Maintain documents relating to import and export proceed to ensure that all outstanding issues are dealt with.

● To assist internal officers who are cross-cultural back ground in order to the aim of collaboration in the systematic way.

● Review costs of Administrative Function and internal procurement. Further, in particular with ensure that freight in and out is undertaken cost effectively and efficiency.

**ORGANIZATION 2: T.THAIRUNG SOCKS CO., LTD.**

139 Moo11 Mae-Pa, Mae-Sot, TAK 63110

***ASSISTANT ADMINISTRATIVE MANAGER*** (08/2009 – 30/11/2016)

*Major responsibilities and accomplishments:*

● Liaison with the Government Sector in a properly manner as a part of organization representative, to deal with Ministry of Labor; Department of Labor Protection and Welfare, TAK Province.

● Cooperation regarding to HR Office related to process of recruitment, handling staff payrolls. In addition, Government documents, Official documents, MEMO, Notice & Announcement and Documents filing system in the office.

● To set the meeting to review activities weekly to ensure that the organization is not committing an offence under law in any activities.

●To assist our team based on well supported collaboration in the systematic way and checked all jobs have been done to all staffs in the organization.

● To look for any creative solutions along with right problem solving direction which have been caused of the difference between cross-cultural in the organization . For example: Myanmar labor’s issue, client’s complaint of products standard, Organization Standard Operation and Management.

● Overview planned daily activities to assist all the Executives level in order to work smoothly for the best time of management.

● Able to interact with Procurement and cooperated with Accounting Department, Head Office in Bangkok for an appropriately management of the fiscal year. Meanwhile, the management was included the administrative costs of the Organization effectively and efficiency.

● Occasionally, a supportive sale coordinator for Import-Export Department with clients along with Freight Company in Thai and aboard.

● Associated with client’s communication, both all skills for answer all inquiries, both verbally and non-verbally. Meanwhile, provided all information to clients. The vital goal is to achieve target goal and maintain good relationship with clients which is satisfaction and ensured client expectations are met to Quality products and service.

**ORGANIZATION 3: SUN LABORATORY CO., LTD.**

131 National Science and Technology Development Agency

Thailand Science Park (TSP) KhlongLuang, Pathumthani 12120

***PROJECT COORDINATOR*** (05/2008 – 08/2009)

*Major responsibilities and accomplishments:*

● Responsible for worked as a Project Coordinator of Standard Mark Project. Liaison between Thai Industrial Standard Institute, Ministry of Industry and oversea manufacturer; such as CHINA, TAIWAN, SINGAPORE, etc. Some cases, Domestic manufacturers were included.

● Be a part of clients service coordinator for the mutual collaboration between Thai engineers, International engineers, Authorize Thai Auditor and TISI,The government sector to reached the goals of the project, especially to be up to standard mark and information services.

● Played role as a part of teamwork in organizing seminar in year of 2008 “The International Standard of Medical Devices and Health Safety” Prepared and coordinated with Thai Academician from TISI, German specialist lecturer, Public health network, Thailand Hospitals and public community.Create for invited Government Institution, Privatesector Institution and also media communication channel.

● Serviced and supported the clients topassed the approval certification of TISI by prepared all documents to go through all TISI standard process. My clients were Hewlette-Packard,Taiwan who acquired TISI approval certificate for computer battery and CANNON CO., LTD. (THAILAND) accordingly.

**ORGANIZATION 4: MAXS-HOME CO., LTD.**

8/210 Bangkhunthien, Bangkok 10150

***EXPORT OFFICER*** ( 2003– 2004 )

*Major responsibilities and accomplishments:*

●The functional responsibility were daily check mail, made a contact, replied and liaison between sales supervisor. Prepared the presentation of sales showed to clients. Made Quotations to clients in many countries (Sweden, Norway, Srilanka, Singapore, Germany and USA).

● Supported clients after sale services.

●Made a good relationship with clients for the best customer satisfaction.

● Coordinated with Freight company and Accounting office. Also, to supported all general services to clients.

**ORGANIZATION 5: CENTRE POINT SUKHUMVIT HOTEL***( Land and House Corporation)*

39 Sukhumvit 10 Road, Kloytoey, Bangkok.

***EXECUTIVE CUSTOMER RELATION*** ( 02/2000–07/2000 )

Major responsibilities and accomplishments:

● Experiences in Front Office Department in the executive service apartment for foreigner rental.

● All functions of customer services; such as services of business center, make a keycard room , answers all inquiries which made by the customers, booking air tickets for short time period.

**DECLARATION:**

I solemnly declare that all the above information and in other materials provided in support of this application are correctly to the best of my knowledge and belief.