
RESUME



Name Mr. Wattana Jewton
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Date of birth June 7, 1983
Age 38
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Executive Summary

Dependable and self-motivated person seeking full-time employment in the Administration/Office Support department in order to utilize my communication and interpersonal skills thus allowing me the opportunity to contribute to achieving the goals of the organisation.

Education/ Qualifications :

2013 – 2021	Sukhothai Thammathirat open University , Major Science and Technology and Minor Computer Science
2004 – 2007	Bangkok University , Major English and Minor Business and Management (2.83)
2001 – 2003	Wicheanmatu School , Major Science-English
1999 – 2001	Wicheamatu Secondary School , Major English-Thai

Work experience:

Years(s) of Work Experience 10+ years



Digio (Thailand) Co.,Ltd

October 2013 – June 2018:

Operation Support

18,000 Baht

Role, Function and Responsibilities:

- Supporting the market and related products
- Supporting and Looking after the list of Bank customers
- Contacting and making appointment with the customers
- Building and Designing website (HTML,PHP,javascript,mySQL,Jquery)
- Presenting the services in a structured professional
- Following up, negotiating the terms on monthly
- Acting as a contact between a company and its existing and potential markets
- Provide for mPOS products and arrange the stock(import/export)
- Responding to the enquiries
- Maintaining and developing relationships with existing customers



Sierra Manager Services Co., Ltd.

April 2013 – April 2012:

Assistant Administration Manager and Marketing

18,000.bath

Role, Function and Responsibilities:

- Review an advance request, ensure proper approvals be obtained
- Prepare a payment instruction
- Check all supporting documents when staff submit the receipts for each respective advance from Hua Hin site.
- Record detailed expenses in the Expense Report for Managing Director
- Control and record the petty cash and entered expenses in the Simply Account System
- Prepare a payment requisition and get an approval for the payment
- Submit documents to Finance Department for making the payment
- Purchase stationeries
- Co-ordinate with the Building Management Team for repair and fixing
- Check the usage of company's phones and arrange the payments
- Check and internal audit about the close cashier shift by a week from Hua Hin site
- Fill in PND. 1, PND. 3 and PND. 53 forms to summit to Revenue Department
- Sales VAT Report, Purchase VAT Report and fill in the PP.30 to Revenue Department
- Issue withholding tax form when before make a payment
- Joint in the market and sales team when has Exhibition/Event
- Other duties as assignments under Administration Department



Central Food Retail Co., Ltd.

April 2012 - October 2011:

External Auditor

15,000 Baht

Role, Function and Responsibilities:

- Check all the risk with check list with the rules with the Tops Daily branches which are responsible.
- Check and inspect the products about price, quality, quantity and waste etc. of branch.
- Check the inventory report from distributor center (DC) by DHL and another supplier.
- Make the daily reports and monthly reports to head office.
- Monitoring all environments such as temperature in cool room and dry room in that branch to ensure its safe and hygiene.
- Audit and recheck the all reports that branch that compared with the previous reports to analyze the point of sales of branch.
- All other administrative duties



Wision-d Co., Ltd.

June 2011– April 2008:

Sale Support

14,000 Baht

Role, Function and Responsibilities:

- Researching the market and related products
- Searching and creating the list of prospective customers
- Writing services proposal
- Contacting and making appointment with the customers

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- Presenting the services in a structured professional
 - Following up, negotiating the terms of an agreement and closing sales
 - Acting as a contact between a company and its existing and potential markets
 - Provide for GPS products and arrange the stock(import/export)
 - Responding to the enquiries
 - Maintaining and developing relationships with existing customers

Asia Security Management by Loxley
Master Control Operator

March 2008 - March 2007:
12,000 Baht

Role, Function and Responsibilities:

- Preview , Checklists and monitoring for security schedule
- Ensure the all environments its safe
- Report equipment problems, ensure that repairs are made, and perform emergency workarounds
- Control and checking the SMS signal systems, body scan etc which are worked properly
- Analytical Thinking — analyzing information and using logic to address work-related issues and problems
- Attention to Detail — strong detail in completing work tasks and provide communication through security reporting
- Coordinate with external organization such as Airport, Citi Bank, the Bangjark Refinery etc.
- Respond the all incoming mail from courier
- All other administrative duties

Extra activities:

- Member of the Photographer 2004
- Member of the Marketing 2005 - 2006
 - 1) Help the research team to do the questionnaire about the costing in the market of convenient store in Thailand with Asst. Prof. Dr. Vichian Vonecharkun
 - 2) Help the research team to do the questionnaire about arrange money system Drivers Paging, analysis each company, analysis profit each of years, invest in the Stock Exchange of Thailand, invest in the Investment bank.

Computer Skills:

- Microsoft Word, Excel, and Power Point, Project
- HTML, PHP, Bootstrap, javascript, mySQL, JQuery Node.JS, React, JAVA, (Kotlin)
- Photoshop, PageMaker, Dreamweaver
- E-mail Internet and Network System
- Outlook Express and Hardware

Languages: Fair English

Reference : Ms. Pattanan Nitheswitthayankul
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 Jatujak, Bangkok 10900
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