
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