

Team player with a strong sense of purpose, with an amiable disposition, willing to take up new challenges and constant self-improvement.

BIODATA

ACADEMIC QUALIFICATIONS

- South East Bangkok College, Master of Business Administration (Logistics), 2006 – 2007
- Siam University, Bachelor of Business Administration (Marketing), 1997 – 2001
- Rajdamnern Commercial College, Vocational Certification, 1994 – 1996
- British Council English Centre Bangkok, General English Course, May – Sept.2008
- Singapore TMC Academic School, English Language Course, 2012

EXPERIENCES

2013 – Present Royal Thai Embassy Singapore

- Assistant Finance Manager
- Procurement of materials, equipment, vehicles and infrastructure
- Sourcing, coordination and management of external contractors and services
- Department expenditure, GST refunds, monthly and annual financial accounting
- Personnel payroll, CPF, taxes, insurance management
- Materials inventory management
- Major Events coordination, Annual Thai Festival, Diplomatic Visits, etc
- Coordination with various domestic and foreign government agencies

2009 – 2011 Board Of Trade Thailand (Thai-China Business Council)

- Personal Assistant to Secretary General, Head Of Department
- Organising Board Of Directors Meetings, conferences and public events
- Promoting trade relations and information between public and private sectors
- Assisting businesses with relevant information, contacts and processes
- Linking up with various domestic government bodies
- Thai China Business Council website and Facebook administrator
- Monthly Thai China Business Council Newsletter producer

2003 – 2009 Pornpiyacharn Transport Co. Ltd, Thailand

- Executive Secretary to Executive Director
- Planning of company internal meetings and administrative matters
- Promoting both domestic and international business relations and opportunities

SKILLS

- Language, good command of Thai and English
- Proficient in the use of Microsoft Office and Windows
- Basic knowledge of website administration
- Good communication and interpersonal skills

HOBBIES

- Travelling
- Movies

REFEREES