



SANTI SRIMAHACHOTA

สันติ ศรีมหาโชตะ

☎ 065-828-4618

✉ srimahachota.santi@gmail.com

📍 7 Chan 18/7 Yaek 23 Thung Wat Don Sathorn Bangkok 10120

SUMMARY

11 years of combined experience in Hospitality & Retail. Proficient in Microsoft Office programs such as Word and Excel. Eager to leverage expertise to contribute to organizational success and committed to continuous career and personal development.

EXPERIENCE

BUSINESS CONSULTANT

TD Tawandang, Bangkok, Thailand
(Apr 2022 - Jun 2023)

- Contact people who are interested in opening a TD store to provide information about business models via chat. for those who are interested Get complete, accurate, and to the point information. until interested in applying to open a shop.
- Track application information. and check the accuracy of the information before forwarding it to the next agency.
- Supervise and coordinate with other departments within the organization. To help those who are interested in applying can go through the process of signing a store operation contract.
- Summary of the daily & monthly target store invitation report.

FIELD RECRUITMENT SUPERVISOR

TD Tawandang, Bangkok, Thailand
(Oct 2021 - Mar 2022)

- Planning to analyze target stores for visiting the area to invite shops to become partners.
- Responsible for increasing the number of applications to join as a partner with the target store.
- Giving advice, consulting and answering questions on various issues with the target group while visiting the inviting area.

RESTAURANT MANAGER

Happening Dine and Bar, Bangkok, Thailand
(Jul 2020 - Apr 2021)

- Develop employees by providing ongoing feedback, establishing performance expectations, and conducting performance reviews.
- Oversees the financial aspects of the department including purchasing and payment of invoices.
- Review track of employees working hours ensures that all charges are billed correctly and calculate a monthly payroll for them.

ASSISTANT RESIDENT MANAGER

**Haven Resort, Paro, Bhutan
(Aug 2014 - Oct 2019)**

- Supervise and coordinate staff in order to maintain service standards of hotel.
- Resolve customer complaints and anticipate potential problems by reviewing and monitoring operational issues.
- Maintaining accurate building rosters.
- Work with sales and marketing staffs on efforts to schedule and manage guest bookings.

ACCOUNTANT

**Haven Resort, Paro, Bhutan
(Aug 2012 - Jul 2014)**

- Provide updates on cash balances to management on monthly basis.
- Prepare financial documents for revenue and expense.
- Accurate accounting and reconciliations.

PURCHASING

**Haven Resort, Paro, Bhutan
(Aug 2011 - Jul 2012)**

- Forecast and maintain inventories of hotel supplies and prepared purchase orders.
- Negotiates and makes decisions to buy.

SKILL

- Microsoft Office
- Power BI
- Salesforce
- Spreadsheets
- SQL
- R

LANGUAGE

- Thai (Native)
- English (Professional)

EDUCATION

**King Mongkut's Institute of Technology Ladkrabang
(2006-2010)**

Bachelor's degree, Business Management