

Wankanok Teerakittiphan

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Birth Date: 14 November 1994

Career Objective

Dedicated individual seeking for an entry-level in Financial Analyst in a progressive organization that provides an opportunity to utilize my experiences for business efficiency.

Experiences

Oct 18 – April 20 **Best Vacay Co., Ltd – Finance and Account Officer**

- Account Payable and Receivable entries
- Summarize current financial status by collection information to prepare balance sheet, profit and loss statement
- Reconcile financial discrepancies including bank transaction, payment and invoices, and tax
- Prepare tax reports (PP.30, PND.1, and PND.53)
- Coordinate with hotels and attractions sales agents on business contract
- Seeking and inspecting new hotels and attraction for better tour itinerary
- Supporting department managers and staffs

Nov 17 – May 18 **bioMerieux Thailand – Contract job: Accounting and Admin Officer**

- Account Payable and Receivable
- Prepare and reconcile VAT, WHT, and Bank transactions
- Coordinate with team on Information System support for office
- Managing office supplies stock and placing orders
- Prepare regular reports on expenses and office budgets
- Supporting department managers and staff

Education

Jan 14 – July 17 **MAHIDOL UNIVERSITY, International College (Bangkok, Thailand)**

- Bachelor of Business Administration (Finance),
GPA: 2.91

Aug 16 – Dec 16 **Universidad Carlos III de Madrid (Madrid, Spain)**

- Exchange Student Program

Aug 09 – May 13 **Ramkhamhaeng Advent International School (RAIS)**

- Concentration on Business Administration

Skills

Languages: Thai (Native), English (Advanced), Mandarin (Intermediate: Speaking and Listening)

Computer Skills: Microsoft Office (Word, Excel, and PowerPoint)

Qualifications: Team player, Adaptability, Good interpersonal Skills

License: Investment Consultant: IC Plain (P1)