



## Resume

Name: Miss Watcharaporn Keawkasem

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**Objective:** To apply for **Human Resource and Administrator Officer**

**Expect Salary:** (Negotiable)

### **Career Objective**

To be a part of organization that provides me a challenging job which helps me achieve personal as well as organizational goals.

### **Personal Details**

Birthday:                      November 8<sup>th</sup> , 1988

Nationality:                  Thai

Religion:                      Buddhism

### **Education**

2010                              Mae Fah Luang University, Chiang Rai  
Bachelor of Business Administration (Tourism Management)  
Tourism Authority of Thailand, Chiang Mai Office (Internship)  
Marketing Coordinator, Traveler Newspaper

2006                              Stri Nakhonsawan School (Art - English Program)

## Student Activities

- Treasurer of Volunteer Club
- Coordinator of Entertainment Club

## Work Experiences

### Nutrition Depot Co., Ltd.

2015 – 2023	<b>Accounting</b> <ul style="list-style-type: none"><li>• Payment processing to supplier and vendor</li><li>• PND.3 withholding tax to Revenue Department</li><li>• PND.53 withholding tax to Revenue Department</li><li>• Cash flow preparation</li><li>• Internet online payment thru BBL</li><li>• Reimbursement and advance payment</li></ul>
	<b>Payroll and HR</b> <ul style="list-style-type: none"><li>• Prepare monthly payroll to staff and employee</li><li>• Prepare monthly wages</li><li>• PND.1 personal income tax to Revenue Department</li><li>• Work permit and Visa preparation</li><li>• Monthly submission for Social Security</li><li>• Aetna Insurance preparation</li><li>• Provident Fund</li><li>• Claim expenses related to employee</li><li>• Recruitment</li><li>• Staff's Time attendance and leave record</li><li>• OT Calculation</li></ul>
	<b>Sale Coordinator</b> <ul style="list-style-type: none"><li>• PP.30 Sale to value added tax to Revenue Department</li><li>• Sales supporting document</li></ul>
	<b>Administrative and General Affairs</b> <ul style="list-style-type: none"><li>• Stock room, Office rental, Agreement supporting document and DBD</li><li>• Maintenance office facilities</li><li>• Stationery</li></ul>

**Delivery Thai Co., Ltd.**

2014 – 2015	<p><b>Accounting</b></p> <ul style="list-style-type: none"><li>• Payment processing to supplier and vendor oversea and domestic</li><li>• PND.3 withholding tax to Revenue Department</li><li>• PND.53 withholding tax to Revenue Department</li><li>• PND.54 prepare tax for Management fee</li><li>• Cash flow preparation</li><li>• Internet online payment thru SMBC</li><li>• Account reconciliation between book and bank</li><li>• Reimbursement and advance payment for Nestle</li></ul>
	<p><b>Payroll and HR</b></p> <ul style="list-style-type: none"><li>• Prepare monthly payroll to staff and employee</li><li>• Prepare monthly wages to Japanese staff</li><li>• PND.1 personal income tax to Revenue Department</li><li>• PP.36 Management fee</li><li>• Work permit and Visa preparation</li><li>• Monthly submission for Social Security</li><li>• BUPA and AIA Insurance preparation</li><li>• Claim expenses related to employee</li><li>• Recruitment</li></ul>
	<p><b>Sale Coordinator</b></p> <ul style="list-style-type: none"><li>• Sale invoice to customer both oversea and domestic</li><li>• PP.30 Sale to value added tax to Revenue Department</li><li>• Sales supporting document</li><li>• Sales reconciliation</li></ul>
	<p><b>Administrative and General Affairs</b></p> <ul style="list-style-type: none"><li>• Stock room rental and agreement supporting document</li><li>• Maintenance office facilities</li><li>• Stationery</li><li>• Management post mail</li></ul>

## **Sodexo Healthcare Support Services (Thailand) Co., Ltd.**

2012 - 2014	<b>Receptionist and Administrator</b> <ul style="list-style-type: none"><li>• Maintenance office facilities</li><li>• Stationery</li><li>• Management post mail</li><li>• Manage the various documents, or as assigned by the supervisor</li><li>• Take care of office and including the reimbursement of various expenses</li><li>• Monitoring petrol slip for company cars</li><li>• Corresponding with supplier</li><li>• Schedule appointments</li></ul>
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## **Hong Kong and Shanghai Banking Corporation Limited**

2010 – 2012	<b>Call Center Representative</b> <ul style="list-style-type: none"><li>• Assisted customers with their queries and problems by phone and e-mail</li><li>• Helped customers place new orders easily</li><li>• Forwarded important and serious matters to seniors</li><li>• Transferred urgent calls to required department quickly and accurately</li><li>• Entered and updated new customer details in the customer relationship management software recording to administrative guidelines</li></ul>
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### **Skills & Abilities**

- Good command of written and spoken English
- Microsoft Office (Word, Excel, Outlook)

### **Other**

- Skilled at learning new concepts quickly while working well under pressure
- Hard working and result oriented
- Driving (Motorcycle and Car)