

Narisara Sridech



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Bangkok

EDUCATION

2014 - 2018

Bangkok University

- Bachelor Degree of Business Administrations
Major Management

2010 - 2014

Kasetsart University Kamphangsan

- Bachelor Degree of Sports Science

2004 - 2009

Princess Chulabhorn's Collage Lopburi

- Science-Math Program

SKILL

Learn Fast

90%

Working as a team

80%

Responsibility for duties

85%

Creativity and problem-solving

80%

Able to work under pressure

88%

EXPERIENCE

2014 - 2016

Prompt Group Co .,Ltd

Assistant Manager

- Oversea the company's operations to ensure that loading and delivery of goods are carried out according to schedule and smoothly.
- Check the BOI documents.
- Check the documents to ensure that the company complies with ISO standards.
- Coordinate with internal departments and government agencies regarding relevant matters.
- Organize meetings and training sessions with the executives to plan and develop the organization.
- Report on the progress of various tasks.
- Perform other duties as assigned.

2016 - 2017

Regent Logistics Co ., Ltd

Executive Secretary

- Prepare documents for product inspection and release
- Coordinate with relevant government agencies
- Manage existing clients and find new clients
- Present various types of company storage facilities
- Perform other duties as assigned.

2019 - 2020

Propertist Co ., Ltd

Documents Conzol Controller

- Control and supervise the storage of construction project documents according to the Conzol system.
- Train project owners, contractors, or relevant departments on how to use the Conzol system.
- Plan the storage of project documents to align with each project.
- Research information on business expansion and present it to management.
- Meet with and take care of customers.
- Coordinate with various departments to apply for construction permits.
- Prepare PowerPoint presentations for management.
- Recruit and select personnel as assigned.
- Perform other duties as assigned.

2021 - 2022

Mr. Panich Vikitsret of Democart Party

Executive Secretary

- Former Secretary of the Commission on Political Development, Mass Media, and Public Participation
- Former Secretary of the Commission on Economic Development
- Former Advisor to the Commission on organizing the electricity grid and universal lighting throughout the country
- Former Advisor to the Chairman of the Commission on State-Owned Enterprises, Science, technology transfer, and revolving funds
- Managed meeting schedules, appointments, and prepared various data for commission meetings
- Coordinated with both government and private sector organizations
- Developed plans for seminar projects
- Managed personal businesses and assignments as assigned

2022 - Present

107 Engineering Co .,Ltd

Sales Representative

- Present both new and existing products.
- Plan operations, conduct presentations and demonstrate products. Research customer needs for budget project creation.
- Prepare quotations, proposal documents, delivery plans, and conduct inspections.
- Meet with customers and build good relationships with both existing and new clients.
- Conduct import and export licensing procedures from the Military Industry Department, or sell and promote products.
- Prepare import and export documentation and carry out customs procedures.
- Prepare various official letters. Manage projects to meet the set objectives.
- Coordinate with both government and private organizations.
- Other assigned duties

CERTIFICATE

2015

- ISO 9001
- TACBA

2019

- Project Manager by Mr. Niwat Thanyapitinan
- Construction project management in Industry 4.0 era through the use of digital document management system by CEAT-Conzol
- Boardroom Presentations by Omegaworldclass

VOLUNTEER

- Project to build new homes by the sea in Samsan District, Chonburi Province.
- Project to provide winter clothes to children in Mae Hong Son Province.
- Project to help for Thai children in the remote area of Kity lang Village, Kanchanaburi Province.
- Project to unite compassion to help flood victims in Muang District, Ang Thong Province.
- Chairperson of KUSS WOLF VOLUNTEER group.