

📍 แขวงบ้านที่ 45 (บ้านซักรีด) ท้ายแฟลต 5 ซอยกลาง ถ.อาจณรงค์ คลองเตย 10110, 10110 คลองเตย 📞 0813981978 ✉️

snooknuk@gmail.com

Date of birth

09-09-1997

Gender

Female

## EDUCATION AND QUALIFICATIONS

Business Administration Program in Hotel and Tourism Management

Kasetsart University Kamphaeng Saen Campus

I am constantly improving myself and never stop learning new things. I have excellent adaptation and high flexibility in different environments.

## WORK EXPERIENCE

Accounts receivable (AR)

2020 - Feb 2022

บริษัท คุณกระต่าย (ประเทศไทย) จำกัด, คลองเตย

- Generating invoices and account statements.
- Carry out reconciliation of accounts receivable.
- Maintaining accounts receivable files and records.
- Investigating and resolving any irregularities or enquiries.
- Follow up on the payment schedule from customers.

Accounts receivable (AR)

Feb 2022 - Present

Lyreco (Thailand) Co., Ltd.

- Prepare the aging report organizes individual accounts receivable.
- Calls outstanding follow up on payment schedules from customers.
- Confirm accepting a cheque from customers.
- Identifies delinquent accounts by reviewing files, and contacts delinquent accountholders to request payment.

## INTERESTS

Cooking, Listening to music, Reading and Taking photos.

## SKILLS

Microsoft Word

Intermediate

Microsoft Excel

Intermediate

Microsoft PowerPoint

Intermediate