

Miss Wararin Ohmpornnuwat

374/121 Soi Kingpetch, Petchburi Road,

Rajchatawi District, Bangkok 10400

Contract Number : 02-215-7069

080-045-1540

E-mail : pink_pinkpearl@hotmail.com**EDUCATION BACKGROUND**

- June 2010 - March 2014 :** Bachelor of Liberal Arts (French Language), Rangsit University, Pathumthani, Thailand
- May 2006 - March 2009 :** High School (English-French Program), Sri Ayudhayu School, Bangkok, Thailand

WORK EXPERIENCE

- August 2023 - Present :** Secretary to Regional General Manager - BKK3B at Central Pattana Co.,Ltd, Bangkok
- Provide secretarial support to the Regional General Manager, reports documents and set up meetings.
 - Arranges and reminds of appointments and agenda meeting for RGM.
 - Organize and prepare of regional monthly meeting (Traffic & Sale Performance), (Financial & Debt).
 - Collect reports data from shopping centers within the Region BKK3B and forward to RGM.
- October 2022 - June 2023 :** Assistant Executive Secretary at Thai Union Manufacturing Co.,Ltd, Bangkok
- Manage and coordinate Executives' calendars events including set up meetings and conference call.
 - Prepare the document before passing to Executive and keep records and filling.
 - Coordinate product pick-up from stock at the factory to deliver to the company's guests.
 - Performs additional duties as assigned by Executive.
- October 2021 - September 2022 :** Company Secretary Temporary at Berli Jucker Public Co.,Ltd, Bangkok
- Organize and prepare meeting agenda, documents, files and presentation for the Board of Directors.
 - Conduct the shareholders' meeting both the Company and the subsidiaries.
 - Take minutes of Board meeting the Company and the subsidiaries.
 - To perform other tasks assigned by the Company Secretary.
- September 2015 - April 2020 :** Officer Administration at Demeter Corporation Public Co.,Ltd, Bangkok
- Coordination with internal departments and external parties to achieve for work assignment.
 - Prepare the document for the approval of the procurement.
 - Compare and purchase office equipment related to the Company.
 - Care facilities and contact with the building. In order to use the venue for various activities.
 - Maintenance repair place and property of the company.

Executive Secretary at Demeter Corporation Public Co.,Ltd, Bangkok

- Draft minutes of Board meeting.
- Prepare and check document before passing to Executive and keep records.
- Manage and maintain executive's schedules, calendar arrangement and confirm appointment.
- Manage both domestic and international travel management of executives (flight booking, hotel booking, transportation, visa)
- Rack daily expenses and prepare weekly, monthly or quarterly report.

August 2014 - September 2015 :

Operation Executive at Damco Logistic (Thailand) Co.,Ltd, Bangkok

- Communicate and coordinate with the carriers.
- Cooperate with transportation team for pick up cargo as customer's instruction.
- Send Pre-alert to destination office and attach shipping document.
- Arrange for sea-freight payments Export.
- Check back status of payments for customer.

March - May 2013 :

Apprentice during summer at Bangkok Hospital

- Registration the patient international.
- Follow the interpreter French to translate with the patient.

July 2009 - July 2013 :

Work as part-time at Swensen's MBK fl.7

- Customer Service Responsibility
- Host Talk of the Town

LANGUAGE LEVEL

| | |
|------------------|---|
| Thai : | First language |
| English : | Reading, writing, speaking is fairly |
| French : | Reading, writing, speaking is fairly Receive Certificate DELF level A2 |

SPECIAL ABILITY

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|--------------------------|--|
| Typing : | Thai 35 words/minute, English 30 words/minute |
| Computer Skills : | Mastery of Microsoft Office Software (Word, Excel, Power Point) |
| Office Machine : | FAX, Photocopier |
| Hobbies : | Reading, Learning French language, Listen to music and See a movie |
| Favorite Sport : | Swimming, Badminton, Jogging and Bowling |

REFERENCE PERSONNEL

Mr. Teerawit Charuwat

Managing Director, Bliss Intelligence Public Co.,Ltd, Bangkok

Mobile : 081-641-9854

E-mail : t.charuwat@gmail.com

Miss Kulthida Verathaworn

Company Secretary, Premier Products Public Co.,Ltd, Bangkok

Mobile : 089-391-9323

E-mail : kverathaworn@gmail.com