



PARNWADEE BUMRUNGTA

📍 THAILAND, 10310, BANGKOK 📞 08-0569-1894

◦ DETAILS ◦

103/1 Ladprao 64 Wang
Thonglang District
Thailand, 10310
Bangkok
08-0569-1894
parnwadee.b@gmail.com

Date / Place of birth

19 November 1991
Bangkok

Nationality
Thai

◦ SKILLS ◦

Microsoft Office

Teamwork

Adaptability

Time Management Skills

Multitasking Skills

◦ LANGUAGES ◦

thai

English

📁 EMPLOYMENT HISTORY

Secretary (GM,OM) at W and Associates Co., LTD. , Bangkok

May 2018 — Present

- Manage the Executive's schedule and provide support for scheduling meeting and coordinate meeting with internal and external, provide relevant prep materials and appropriate follow-up
- Record minutes of meeting (sometime)
- Coordination among both internal and external organization
- Support management and Engineering team for documentation, coordination
- Present assigned tasks to management level
- Documentation and Record control

secretary (Estimator/Quantity Surveyor) at AE Asia Co., LTD. , Bangkok

June 2015 — June 2017

- Manage the Executive's schedule and provide support for scheduling meeting and coordinate meeting with internal and external, provide relevant prep materials and appropriate follow-up.
- Coordination among both internal and external organizations
- Create the PowerPoint files presentation

🎓 EDUCATION

Bachelor's degree, Rangsit University, Bangkok

March 2010 — March 2014

Faculty : Faculty of Tourism and Hospitality Industry

Major : Tourism

GPA : 2.23

Vocational Certificate (Voc. Cert.) , SANTIRAT INSTITUTE OF BUSINESS ADMINISTRATION, Bangkok

April 2007 — March 2010

Faculty : Faculty of Tourism and Hotel Management

Major : Hotel

GPA : 3.61

🗣️ REFERENCES

Chunpiman Rungsureechok from W and Associates Co., LTD.
06-2391-2537