

ANNA WANG

JINTANA WANGSTITSTAPORN



PROFILE

I have experienced working as an Executive Secretary/ Personal Assistant to Expat Top Management Executives and also have experienced working as an Office Manager in multi-national companies with TOEIC score of 820

EDUCATION

- 1994 – 1998 Huachiew Chalermprakiet University
B.A. Liberal Arts – English
Major: Business English | Minor: Business Administration
- 1991 – 1994 St. Joseph Bangna School
English - French Program

WORK EXPERIENCE

Double S Diagnostics Co., Ltd. November 2020 – Present
Executive Secretary to Managing Director (Thai)

Oversea Purchasing

- Primary function is to handle oversea purchasing process, import-export process, claim process and documentation with suppliers in Finland, Germany, USA and France
- Responsible for issuing Purchase Order of reagents, COVID-19 Antigen Test Kit, spare parts and instruments.
- Follow up the status of purchase orders with suppliers to ensure timely delivery, expedite for back orders and communicate status of order with internal customers
- Coordinate with related departments to smoothly operate

Executive Secretarial Tasks

- Manage MD's calendar, scheduling meetings, balancing priorities and assisting MD to stay on schedule.
- Communicate and interact with members of the management and working team to ensure MD's instructions are being followed and providing updates to MD including pre-meeting notes.
- Arrange domestic and international travel, including itineraries, hotel & car
- Prepare and submit expense reports according to company policy
- Prepare materials for Business presentations
- Attend and minute meetings
- Coordinate for MD's VIP customers for COVID-19 Antigen Test Kits purchase, delivery and payment by coordinate with related departments to smoothly operate to support customers

CONTACT

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SKILLS

- Fast Learner
- Proactive
- Well-organized & detail oriented
- Negotiation
- Travel Arrangement
- Event Planning & Organizer
- Executive Administrative Assistance
- Project Coordination

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Visio
- Microsoft Teams
- Cisco Webex
- Zoom Meeting

LANGUAGES

Thai, English (TOEIC Score 820)

Emerson Electric (Thailand) Ltd.*Senior Secretary to VP and Expatriate Management**(Belgium VP Procurement Asia, Korean VP Sales Rest of Asia, and American General Manager Asia)***August 2014 – July 2020**

- Provide full secretarial support function and office management.
- Organize company conference event at South Korea as Event Leader i.e., deal and negotiate with hotel for group rate, control expenses for budget, act as event leader to deal with supplier, attendees and other related person for smooth arrangement.
- Organize company group meeting i.e., buffet lunch and coffee break in office, provide shuttle vans between hotel and office, dinner arrangement and etc.
- Maid Management, supervision of office tidiness and maintenance.
- To perform generation of correspondence, travel arrangement, Visa, Work Permit, presentation preparation and document filling etc.
- Ensure that the executives' life run smoothly; involving not only keeping files and desktops organized but also planning trips and scheduling the executives' time to the minute.
- Keeps simple accounting records, petty cash, reimbursement of management expense claim and also tracking until receive claimed amount.
- Support for other personal matters request from boss i.e., sending pet to abroad, upgrade air ticket, redeem mileage for free air ticket for personal trip and etc.
- Schedule and conduct all of the meeting smoothly such as WebEx conference calls, etc.

Kerry Siam Seaport Ltd.*Corporate Service Manager (Thai)***April 2014 – July 2014**

- Provide full secretarial support function to Managing Director.
- Work closely with human resources management to ensure that proper procedures are being followed and that staff satisfaction is achieved.
- Work closely with all executive colleagues to create organizational & strategic planning that involves performance monitoring, keeping programs within the company budget and building partnerships.
- Implement a communications strategy and resourcing strategy that stabilizes funding for individual programs.

CHEP (Thailand) Ltd.*Personal Assistant to President South East Asia (British)***December 2010 – March 2014**

- Provide full secretarial support function, e.g., maintain diary, send reminders, open and screen mail, preparing slide presentations, and process expense claims.
- Maintenance of stationary, office supplies, and groceries.
- Deal with third party suppliers – landlord, office furniture, marketing giveaway, and IT vendors etc.
- Maid Management, supervision of office tidiness and maintenance.
- Basic IT Support and troubleshooting - Help ensure the network and hardware appliances keep running smooth; coordinate as required with suppliers for support /maintenance.
- Provide personal assistance to President South East Asia and make travel and accommodation arrangements.
- Organize training, workshop, Asia Management Meeting including F&B for group lunch, and dinner e.g., negotiate and deal with hotel and restaurant to get the best offer and ensure that the meeting keep running smooth.
- Proactive thinker to solve problems and get things done.

AIRA Securities PCL.*Executive Secretary to CEO (Thai)***February 2009 – January 2010**

- Provide full secretarial support function, i. maintain diary, send reminders, open and screen mail, research and compile reports, process expense claims, organizer of wine tasting party for VIP guests etc.
- Handling the work schedule of President & CEO and preparing reports, presentation and search data as assigned.
- Coordinate with The Stock Exchange of Thailand.

ACL Securities Co., Ltd.

Executive Secretary to President & CEO (Thai)

June 2005 – February 2009

- Provide full secretarial support function, e.g., maintain diary, send reminders, open and screen mail, research and compile reports, process expense claims etc.
- Handling the work schedule of President & CEO and preparing reports, presentation and search data as assigned.
- Traffic, co-ordinate and follow up with other department heads to accomplish work plan as programmed in business plan.
- Managing filing and retrieving records/data and correspondences for executive management and other ad-hoc assignments as assigned.
- Design and prepare greeting cards and organize the invitation as assigned.
- Coordinate with The Stock Exchange of Thailand, Association of Securities Companies, The Central Intellectual Property and International Trade Court.

Deloitte Touche Tohmatsu Corporate Restructuring Co., Ltd.

Secretary to Expatriate Project Manager (Canadian, American, and Australian)

August 1999 – May 2005

- Replies to inquiries and other marketing correspondence.
- Provides confidential administrative support to executive.
- Make high level contacts of complex and confidential nature both inside and outside the company.
- Receives and screens telephone calls, mails and visitors.
- Research information on internet and prepare presentation as required.
- Keeps simple accounting records, petty cash and etc.
- Manage the work permit, re-entry and related matters with the consultant.
- Manage the life and medical insurance with the consultant.
- Coordinate with the consultant on the VAT, withholding tax, invoices and related matters.
- Manage the matters related with HR i.e., annual leave, home leave, sick leave, annual physical checks and etc.
- Manage the stationery, festival parties and golf tournament.
- Assist boss to coordinate with the consultant on the annual tax and financial statement and related matters.

Tomen Corporation

Translator & TOT Project Coordinator (1-year contract)

August 1998 – July 1999

- Thai-English translation of TOT documents for Japanese Boss.
- Coordinate with TOT Engineering Officer for Optical Fiber Cable Drawing for approval.
- Support Engineer Team for coordination of TOT Officer regarding to the adjustment of drawing.