

CURRICULUM VITAE



10/2022

1. NAME Miss Ampawan Rungjirarat
2. YEAR OF BIRTH June 13, 1969
3. NATIONALITY Thai
4. EDUCATION
 - Bachelor of Business Administration (General Management) with Second class Honours, Valaya Alongkorn Rajabhat University, 2006
5. OTHER TRAINING
 - Training Course “Flat Graphic Design by Power Point Program” organized by Faculty of Information and Communication Technology, Mahidol University, 2020
 - Traing Course “Writing English Proposal Program” Assumption University of Thailand, 2002
 - Training Course “Secretary Training” Technology Promotion Association: TPA, 1997.
6. EMPLOYMENT RECORD
 - 6.1 RELEVANT EXPERIENCE Twenty eight years experience in secretary and office management office, description of work such as meetings arrangement (internal & external), diary management, typing, filing, travel arrangement, supervising junior staff, managing and supporting other office staff and also having documentation accounting and human resource.
 - 6.2 FROM 2006 TO PRESENT
 - EMPLOYER PSMC CO., LTD. (PSMC)
 - POSITION Secretary to Managing Director
 - DESCRIPTION OF DUTIES:
 - Responsible for overall secretarial tasks such as scheduling oppointments, take minutes of meeting, answer phone calls and emails, take messages and letter correspondence, plan travel, flights, accommodation and ground transportation, handle all administration, including:
 - Supporting engineer team to ensure that ongoing projects are completed on-time and under control or budget.
 - Preparation and making technical reports specification and bill of quantity (BOQ) also having minutes of meeting.
 - Collecting required project documentation including, prepared bidding proposal documents and other related documents.
 - Follow up, ask for service charges to a customer.

- Preparing company profile consisting of project description, company certificate and other related documents.
- Human resources, including notifying the social security, recruiting personnel, preparing employees ' monthly salary.
- Preparing cash flow statement, income-expense summary
- Orther duties as assigned.

6.3 FROM 1994 TO 2006

EMPLOYER Consultant of Technology Co.,Ltd.(COT)

POSITION Department Secretary

DESCRIPTION OF DUTIES

- Responsible for overall secretarial tasks such as scheduling oppointments, take minutes of meeting, answer phone calls and emails, take messages and letter correspondence, plan travel, flights, accommodation and ground transportation, handle all administration, including:
 - Supporting engineer team to ensure that ongoing projects are completed on-time and under control or budget.
 - Preparation and making technical reports specification and bill of quantity (BOQ) also having minutes of meeting.
 - Collecting required project documentation including, prepared bidding proposal documents and other related documents.
 - Follow up, ask for service charges to a customer.
 - Preparing project description in Thai-English and other related documents.
 - Preparing cash flow statement.
 - Orther duties as assigned.