

**Miss Praewphan Paerattanadilok**  
13 Soi Udom Suk 30, Khwaeng Bang Na Nuea,  
Khet Bang Na, Bangkok 10260 Mobile. 08-2832-2496  
e-mail : praewphan.f@gmail.com

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### Position Sought

Secretary Project, Personal Assistant, Administrative,  
Senior Assistant, Coordinator, Site Secretary,  
Site Administrative, Catering Manager  
Expected Salary : 26,000-28,000 Baht (หรือ ตามตกลง)



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### Personal Details

Age	38 years old
Birthday	August 30, 1984
Place	Bangkok, Thailand
Race	Thai
Nationality	Thai
Weight	52 kg.
Height	168 cm.
Religion	Buddhism
Marital Status	Single

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### Educational Background

Bachelor Degree 2004-2006	Major in Business Administration (Information System) Rajamangala Institute of Technology Borpitpimuk Mahamek, Bangkok GPA : 2.80
Diploma Degree 2002-2004	Major in Business Administration (Business Computer) Rajamangala Institute of Technology Borpitpimuk Mahamek, Bangkok GPA : 2.66
Vocational Education 1999-2002	Major in Secretary Kasem Polytechnic College, Bangkok GPA : 3.41

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### Working Experience

2020-2022 September-July	<b>Ratchada Honda Automobile Co., Ltd.</b> Contract for Construction and Building Improvement Structural Work, Architectural Work & Building System Engineering Work <b>Contact</b> : (T.) 0-2276-6555 (F.) 0-2276-1531 <a href="http://www.honda.co.th/">http://www.honda.co.th/</a> <a href="https://www.facebook.com/HondaRatchadaM9/">https://www.facebook.com/HondaRatchadaM9/</a> honda_rcd@hotmail.com <b>Position</b> : Secretary Project <b>Responsibility</b> : General Administration/Secretarial support, Coordination with internal parties, Handling secretarial works maintains and updates employee personal files including filling all related documents. <b>Place</b> : 232 Ratchadaphisek Road, Huaykwang, Huaykwang Bangkok, Thailand 10310 <b>Site Project</b> : <b>M9 RATCHADA</b> : Factory Building 5 Floor and Car Parking (งานก่อสร้างอาคาร คสล. โรงงาน และที่จอดรถ 5 ชั้น โครงการ M9 รัชดา)
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## Working Experience (Cont.)

**M9 RATCHADA(A)** : Construction Demolition Work and Renovation Structural Work, Architectural Work and Building System Engineering Work, Showroom Building A  
(งานก่อสร้าง รื้อถอน และปรับปรุงอาคาร งานโครงสร้าง, - งานสถาปัตยกรรม และงานวิศวกรรมระบบประกอบอาคาร อาคารโชว์รูม A, โครงการ M9 รัชดา อาคาร A)

2018-2020  
December–August

**Project Alliance Co., Ltd.**

Project, Construction and Cost Management

**Contact** : (T.) 0-2612-9551

<http://www.projectalliance.co.th/>

<https://www.facebook.com/projectalliance.pac/>

[info@projectalliance.co.th](mailto:info@projectalliance.co.th)

**Position** : Secretary Project, Project Department

**Responsibility** : General Administration/Secretarial support, Coordination with internal parties, Handling secretarial works maintains and updates employee personal files including filling all related documents, Manage appointment, Take Meeting, Coordination with all Maintenance, Manage ISO Document\*\*

\*\* Manage ISO Document - ISO 9001:2015

Organizes a control system for the receipt, transmission, registration and storage of incoming ISO documents and all out of The Project.

**Place** : 128/68 Room 6 (O), 6<sup>th</sup> Floor, Phayathai Plaza Building, Phayathai Road, Thung Phaya Thai, Ratchathewi, 10400

**Site Project :**

**Circle Sukhumvit 11** : Condo High Rise 34 Floor, 219 Units Eco-Luxury By Fragrant Development

**RAMA 3, Soi 26** : Condo High Rise 44 Floor, 697 Units, Sapphire Luxurious Condominium Rama 3 By JRY Property.

**Travelodge Hotels Nimman** : Hotel 5 Buildings & Roof Top, Land & Area Approx. 6 Rais, Project Building Area Approx. 24,000 sq.m.

**Kawa Haus, Sukhumvit 77** (T77 Project) : Condo Low Rise 7 Floor, 546 Units By Sansiri.

2014-2018  
March–September

**Datchari Rachana Co., Ltd.**

Kalpapruerk Restaurant (Thai food Restaurant), the owner is "His Serene Highness Prince Bhisadej Rajani" (หม่อมเจ้าภีศเดช รัชนี)

**Contact** : (T.) 0-2635-2545

[www.kalpapruerkrestaurant.com](http://www.kalpapruerkrestaurant.com)

**Position** : Senior Assistant (Asst. of K.Padari Bunnag)

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## Working Experience (Cont.)

- Responsibility** : General Administration in Office, Manage appointment, Take Meeting, Coordination with all Maintenance, Coordination with Customers, Manage all Caterings (Start to finished), Purchasing, Stock  
**Place** : 27 Prumuan Road, Silom, Bangrak Bangkok 10500
- 2013  
July-October
- Buffet City Oriental Restaurant** (Manchester, England)  
Buffet of Chinese Food and Thai Food Restaurant  
**Contact** : (T.) 0161-228-3388, (F.) 0161-228-2838  
www.buffetcity.co.uk  
**Position** : Food Runner  
**Responsibility** : Take order, Serving, Fill the food, Manage cutlery and plate, Clear and Clean the tables  
**Place** : 111 Portland Street, Manchester, M16 DN (Manchester, England)
- 2012-2013  
November-May
- Montira Thai Restaurants** (Chicago, America)  
Thai Food Restaurant  
**Contact** : (T.) 1-847-730-3006  
www.montirathai.com  
**Position** : Chef  
**Responsibility** : Preparing food, Cooking food  
**Place** : 1845 Tower Drive, Glenview, IL 60026 (Chicago, America)
- 2012  
April-November
- Maximus Consulting Co., Ltd.**  
ISO/IEC 27001 Information Security Management System (ISMS) Consultancy, Information Security Policy Development, BS 25999-2 Business Continuity Management System (BCMS) Consultancy, ISO/IEC 20000-1 Information Technology Service Management (ITSM) Consultancy, Training Programme  
**Contact** : (T.) 0-2634-3589, 0-2634-3688-9, (F.) 0-2634-3590  
Head Office @Singapore (T.) +65-6396-0938  
www.i-mxms.com  
**Position** : Administrator & Asst. Sales Manager  
**Responsibility** : General Administration, Answering incoming call, Coordination with internal parties, Take Meeting, Coordination with Sale and Customers, Calling customer for sale Training Course  
**Place** : 138 Boonmitr Building, 7<sup>th</sup> Floor Room A3, Silom Rd., Suriyawongse, Bangrak Bangkok 10500
- 2005-2012
- ACH Construction Cost Consultants Co., Ltd.**  
Preliminary Budgets, Detailed Cost Plans, Estimating, Bills of Quantities, Project Management, Contractual Claims, Insurance Evaluation, Tender/Contract Documentation  
**Contact** : (T.) 0-2643-8031, (F.) 0-2643-8032  
www.achmanagement.com  
info@achmanagement.com

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## Working Experience (Cont.)

**Position :** Site Secretary

**Responsibility :** General Administration/Secretarial support, Coordination with internal parties, Handling secretarial works maintains and updates employee personal files including filling all related documents.

**Place :** 65 Chamnan Phenjati Business Center (Head Office), 23<sup>rd</sup> Floor, Phra Ram 9 Road, Huai Khwang, Bangkok 10320

**Site Project :**

**Sym Condo** (Thanapat-Vipha Condominium) : in year 2011-2012

**International School Bangkok** (ISB) : in year 2010-2011

**Royal Orchid Sheraton Hotel & Tower, Bangkok** : in year 2009-2010 (Position of FF&E\*)

**Sheraton Grande Laguna, Phuket** : in year 2008-2009

**DusitThani Hotel, Bangkok** : in year 2007-2008

**DSTi, Fenix Tower** : in year 2006-2007

(DST International (Bangkok) Limited)

**All Season Place Tower** : in year 2005

\*FF&E : Furniture, Fixtures, and Equipment  
(เฟอร์นิเจอร์, ตกแต่ง และอุปกรณ์)

2004 (Summer)  
March-June

**KhomKhai Advertising Co., Ltd.**

Advertising, Design for the sign, Sticker, Logo, Label

**Contact :** (T.) 0-2319-1771, 0-2318-5130

(F.) 0-2719-9959, 0-2318-5259

khomkhai\_advertising@yahoo.com

**Position :** Site Administration

**Responsibility :** Receptionist, Design & Retouch of work, Print Block Screen, Answering incoming call

**Place :** Phetburi Road (Head Office)

**Site Work :** 2<sup>nd</sup> Floor, Fortune Tower, Phra Ram 9 Road, Bangkok

2003 (Part Time)  
July-December

**Research Dynamic Co., Ltd.**

Research all the Product

**Contact :** (T.) 0-2632-8630-6, (F.) 0-2632-8643

www.researchdynamics-it.com

contact@researchdynamics-it.com

**Position :** Research

**Responsibility :** Research Market of the Product

**Place :** Ramaland Building, Rama 4 Road, Suriya Wong, Bangkok

2003 (Summer)  
March-June

**Jones Lang LaSalle Ltd.**

Project Management, Tender/Contract Documentation, Contractual Claims, Insurance Evaluation, Detailed Cost Plans, Estimating

**Contact :** (T.) 0-2679-6500, (F.) 0-2679-6519

www.joneslanglasalle.co.th

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## Working Experience (Cont.)

**Position :** Junior Secretary

**Responsibility :** Manage a good office working environment, receive phone calls and be a customer service support

**Place :** Sathorn City Tower (Head Office)

2001-2002  
(Part Time)

**Jones Lang LaSalle Ltd.**

Project Management, Tender/Contract Documentation, Contractual Claims, Insurance Evaluation, Detailed Cost Plans, Estimating

**Contact :** (T.) 0-2679-6500, (F.) 0-2679-6519

www.joneslanglasalle.co.th

**Position :** Site Junior Secretary

**Responsibility :** Manage a good office working environment, receive phone calls and be a customer service support

**Place :** Sathorn City Tower (Head Office)

**Site Work :** All Season Place, Empire Tower

1998 (Summer)  
March-June

**Siam Mace Co., Ltd.**

Management Construction Work, Interior, Construction Management Consultants

**Contact :** (T.) 0-2662-6374, (F.) 0-2662-6378

www.siammace.co.th

**Position :** Clerkship

**Responsibility :** General Management, Answering incoming call

**Place :** SoiPhrommitr, Sukhumvit 39

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## Computer Skills

Microsoft Word	- Excellent
Microsoft Excel	- Excellent
Microsoft Access	- Good
Microsoft Power Point	- Good
Microsoft Project	- Good
Internet Technology	- Excellent
Macromedia	- Good (Authorware, Flash MX and Dreamweaver MX)
Photoshop	- Good
Visual Basic 6.0	- Fair
Delphi 5.0	- Fair

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## Language

	<b>Listening</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
Thai	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good

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### **Certification**

- ISO Document - ISO 9001:2015, BUREAU VERITAS Certification
  - ISO/IEC 27001 Information Security Management System (ISMS) Auditor/Lead Auditor Course 2012
  - Religious Training Certificate 2002
  - Gold Medals Certificate of MS Excel 2001
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### **Letter of Commendation and Testimonial**

- The Letter of Commendation and Testimonial for Best Student, Department of Information System 2005
  - The Letter of Commendation and Testimonial for Special Features, Kasempoly Technic College 2002
  - The Letter of Commendation and Testimonial for highest score in class room and Grade A in Subject of Language English and Mathematics 2000
  - The Letter of Commendation and Testimonial for highest score in class room and Grade A in Subject of Language English 2000
  - The Letter of Commendation and Testimonial for GPA Improvement 1999
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### **Qualification**

- Good computer literacy in MS Office. (Word, Excel, PowerPoint and etc.)
  - Flexible and Fast learning.
  - Able to work independently and in a team.
  - Proactive, Hardworking, Self-motivated and Good service mind.
  - Great personality, Mature, Positive attitude and Enthusiastic person.
  - Good communication, Interpersonal and Presentation skills.
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### **Activities / Interests**

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|----------|-------------|
| Sports   | - Swimming  |
|          | - Fitness   |
|          | - Bowling   |
|          | - Football  |
|          | - Traveling |
| Readings | - News      |
|          | - Magazine  |