

ATCHARA MASAWAT








" I am constantly improving myself and never stop learning new things. I have excellent adaptation and high flexibility in different environments. "

Personal information

-  Atchara Masawat (Snook)
-  09.09.1997 (25)
-  snooknuk@gmail.com
-  135/46 At Narong Road, Khlong Toei District, Bangkok 10110.
-  081-398-1978

Skills

- | | |
|--|---|
|  Excellent |  Excellent |
|  Excellent |  Good |
|  Good | |



Brainstorm



Teamwork



Friendly

Hobbies & Interests



Education

Bachelor Degree

Business Administration Program in Hotel and Tourism Management , Kasetsart University Kamphaeng Saen Campus

High School

Nonsiwitthaya School

Work Experience

Apr 22 – Present

Lyreco (Thailand) Co., Ltd.

Accounts receivable (AR) SAP

- Prepare the aging report organizes individual accounts receivable.
- Calls outstanding follow up on payment schedules from customers.
- Confirm accepting a cheque from customers.
- Identifies delinquent accounts by reviewing files, and contacts delinquent accountholders to request payment.

Apr 20 – Feb 22

Khun Gradard (Thailand) Co.,Ltd.

Accounts receivable (AR) Express

- Generating invoices and account statements.
- Carry out reconciliation of accounts receivable.
- Maintaining accounts receivable files and records.
- Investigating and resolving any irregularities or enquiries.
- Follow up on the payment schedule from customers.

May 19 – Jul 20

Airport Of Thailand PCL. (AOT) (Suvarnabhumi Airport)

Special Affairs and Public Relations Department (Internship)

- Manage the day-to-day handling of all social media channels such as Facebook, Twitter and Instagram adapting content to suit different channels.
- Creates dynamic written, picture and video content.
- Interacting with customers via the company's social media accounts.
- Taking pictures, editing and retouching images.