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| **Personal Data** | | | | |  | |
| **Name:** Aphisara Netiyan | | | | |
| **Adress:** 55/1 Moo 6 Nongprong Road , Tambol Tubma Amphoe Muang , Rayong 21000 | | | | |
| **Tel. :** 080 – 6368-157 | | | | |
| **Date of birth:** December 21st, 1989 | | | **Age:** 32 | |
| **Weight:** 47kg. | **Height:** 158cm. | | **Religion :** Buddhism | |
| **Nationality:** Thai | | | **Race:** Thai | |
| **Marital Status:** Marry | | | **Health:** Excellent | |
| **CAREER OBJECTIVE** | | | | | | |
| To use his knowledge in administration to be used in practice to complete their work effectively. And to develop the ability to comply with the performance in the organization. | | | | | | |
| **Education Background** | | | | | | |
| **Name of institution** | | **Cert./Degree** | | **Period** | | **Major** |
| Rajabhal Rajanagarinara University | | Bachelor's degree | | 2012-2014 | | Management (3.11) |
| Rayong Technical College | | High Vocational | | 2009-2010 | | Accounting (2.83) |
| Rayong Technical College | | Vocational | | 2006-2008 | | Accounting (2.86) |
| Tubma School | | Secondary School | | 2003-2005 | | * (2.75) |
| Tubma School | | Elementary school | | 1997-2002 | | * (3.00) |
| **Training Course** | | | | | | |
| 2022 Training Ariba on Cloud System  2022 Training System E-Expense  2022 Training Service Excellence On for PTTGC  2022 Training of E-Catalog system is in Double A company PTTGC.  2022 Training Asset Control Online  2022 Microsoft Office 2010 Advance for Secretary | | | | | | |
| **Work Experience** | | | | | | |
| 2012- Present Business Services Alliance Co. Ltd **Position :** Administrative Support  (PTT Global Chemical Plc.) | | | | | | |
| 2011-2012 CC Content Co., Ltd. Ltd **Position** : Administrator Asset  (PTT Global Chemical Plc) | | | | | | |
| 2011 Krung Thai Bank Co; Ltd **Position** : Administrator | | | | | | |
| **Job Description** | | | | | | |
| * Out PR System ,Tax 91,94 * Selling car insurance, Sri Krung Broker Co., Ltd. * Communicate within the Asset or Operator and outside division * ISO : Prepare the Quality of record ISO 9001, ISO 14001 and TIS/OHSAS 18001 to support the internal audit and external audit , Be responsible all records, control document and assign papers, Record / Edit / Remove Control document * Other : Draft monthly report and meeting report , Follow up routine report to division manager, Prepare a memorandum as division manager assign | | | | | | |
| **Key Skills** | | | | | | |
| **Language:** Thai (Excellent), English (Good)  **Typing:** Thai 35 word/min., English 40 word/min.  **Computer:** Microsoft Office Word, Excel, Outlook, Power Point (Excellent)  Microsoft Office Visio, Access and SAP (Good)  Photoshop, Photoscape (Good) | | | | | | |
| **Hobbies:** Playing Petanque and volleyball sport and Hop Drum | | | | | | |
| **References:** Mr. Sarayut Wongluelok TPI Polene Pcl Position: operator  Tel. 094-5474-930  Miss PatsaraPorn Netiyan Siam Yamato Steel Co; Ltd Position: Purchasing  Tel. 086-8309-763 | | | | | | |
| **E-mail:** [Aphisara2112aor@gmail.com](mailto:Aphisara2112aor@gmail.com) | | | | | | |
| **Remark:** Please accept my consideration. I Promise to work with your fully. | | | | | | |

Aphisara Netiyan

080-6368-157