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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 System2022 Training System E-Expense 2022 Training Service Excellence On for PTTGC2022 Training of E-Catalog system is in Double A company PTTGC.2022 Training Asset Control Online2022 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 |
| **Remark:** Please accept my consideration. I Promise to work with your fully. |

Aphisara Netiyan

080-6368-157