

## CHATCHADA TANTAYAPITAK

59/274 INIZIO 2 Rangsit-Khlong Sam, Khlong Sam Sub-district, Klong Luang Distinct, Pathum Thani  
12120 | 092 652 4454 | [chatchada.khr@gmail.com](mailto:chatchada.khr@gmail.com)

### Working Experience:

Total work experience: 15 years, 6 companies July 2007 - Dec 2022

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**Oct 2022 – Dec 2022**

**Position :** Accounting Supervisor

**Company :** Sompo Insurance (Thailand) PCL.

### Responsibility :

- To prepare a timely and accurate month-end and year-end supporting information for account closing activity.
- To prepare and records account for all transaction i.e. accrued expense, investment income, other expense.
- To prepare receipt voucher and purchase voucher booking, verify documents are fully supported/authorize.
- To prepare important documents as minimum required by law and coordinate for the smooth operation of private limited companies.
- To perform other related duties as assigned.

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**May 2016 – Oct 2022**

**Position :** Senior Accountant Officer

**Company :** Thai General Insurance Association

### Responsibility :

- Prepare checks for payment.
- Prepare summary of income and expenses of major rice insurance programs
- Secretary of Account, Finance and Investment Committee and Insurance Accounting Club
- Coordinate and implement projects related to IFRS17
- Organize seminars for insurance company member
- Contact Office of Insurance Commission and The Revenue Department etc.
- Perform other duties related to jobs as assigned by supervisors.

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Jan 2015 – Apr 2016

**Position :** Accident & Health operation office

**Company :** Generali Insurance (Thailand) PCL.

**Responsibility :**

- Set plan code(Fix Rate) in AS400 for Travel product
- Collection Insurance premium
- Prepare summary report of month
- Support Telesales team
- Present detail of travel insurance for customer(Direct & Call in )
- Issue policy and sent out(Travel Insurance)
- Perform other duties related to jobs as assigned by supervisors.

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June 2011 – Dec 2014

**Position :** Financial officer

**Company :** Generali Life Assurance (Thailand) PCL.

**Responsibility :**

- Key Voucher into G/L.
- Pay checks for the supplier.
- Perform cash and documents received in relation to business presented over the H.O. counter and pay in to the Company's bank accounts making sure that they are correct and accurate
- Prepare documents for remittance transactions and pass on to supervisor and Authorized persons for their review and signatory respectively
- Perform accounts reconciliation in related to payment area as well as banks statement follow up sending to Accounting Section for their account closing
- Perform other duties related to jobs as assigned by supervisors

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July 2008 – May 2011

**Position :** Customer Service (invoice)

**Company :** Bureau Veritas (Thailand) Ltd.

**Responsibility :**

- Preparation of invoices. And provide details about the payment.
- Revenue for the reporting month.
- Documentation for reimbursement subcontractor & fulltime.
- Documentation for cash advances , air ticket and etc.
- Liaise with the sales team. To provide documents relating to the purchase order.
- Create Quotation For customers who need additional documentation.

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July 2007 – July 2008

**Position :** Accounting & Finance

**Company :** Cat Consultants Co., Ltd.

**Responsibility :**

- Oversea the disbursement of funds. And petty cash.
- Prepare checks for payment.
- Other operating expenses recorded.
- Pay salaries

**Education:**

Highest Academic Qualification : Master Degree

August 2017 - July 2019

Graduated from King Mongkut's University of Technology North Bangkok in Faculty of Information Technology

June 2003 – May 2007

Graduated from Dhurakij Pundit University in Faculty of Accounting

**Computer Literacy:** IBM AS/400, Microsoft Word/ Excel/ PowerPoint, Sun system, SAP One, Power BI Desktop

**Languages:**

Thai – Native Languages

English – Speak, read and write with an intermediate competence

**Skills:**

1. Excellent Customer Service (Attentiveness and Patience)
2. Attention to details
3. Respect for Confidential information

**Personal Details :**

Name	Chatchada Tantayapitak
Age & DOB	37 years, 20-09-1985
Sex	Female
Marital Status	Married
Nationality	Thai
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