



NUTKAWEE BOONSAJAI

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📍 49/184 Pruksa Ville 20,
Piernont Lumlukka,
Pathum thani, 12130

CAREER OBJECTIVE

Would like to use my knowledge and ability that learned both in theory and experiences to make the benefits, develop myself and organizations to be successful

PERSONAL DETAILS

Date of Birth: 14 December 1995
Age: 30 years old
Height: 170 cm
Weight: 50 kg
Nationality: Thai
Religion: Buddhism
Marital Status: Single

EDUCATION

2020 | Bachelor of Business
Administration (Business
Computer)
Bangkok University

SKILLS

Language Skills

- Thai: Excellent
- English: Good

Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Visio
- Sony Vegas
- PhotoShop
- SQL

WORK EXPERIENCE

Inteligend Human Power CO.,LTD.

Position: IT Help Desk

Period of Work: 30 November 2020 - Present

Responsibilities:

- Receive customer problem cases from customer service and marketing departments
- Open cases through IT Support and Programmer
- Solve customer problems and close the case
- Inform customer service and marketing about the results of the problem solving
- Summarize the results of making a report to the management for acknowledgment
- Keep an eye on the monitor screen when there is a network failure, it must be reported to the Network department
- Know the problem and fix it

Bangkok Bank, Silom Branch

Position: Administrative Officer

Period of Work: January 2023 – September 2025

Responsibilities:

- Handled document management and filing systematically.
- Recorded and updated customer information accurately in the system.
- Coordinated with various internal departments to ensure smooth workflow.
- Checked and verified documents for correctness and completeness before processing.

QUALIFICATION

- Able to work as a team
- Good relationship with others
- Work well under the pressure
- Good problem-solving skill
- Able to learn the job quickly
- Optimistic and high sense of responsibility
- Excellent communication skill
- Good interpersonal skill
- Be loyal, patient and punctual
- Eager to learn and develop myself