

Miss Siripa Armatmultree

210 Moo 13 Robmuang Sub District, Muang Roi Et District ,Roi-Et, Thailand 45000

Mobile : 083-6046789, Email: siripa101@gmail.com

Age : 38 Marital status : Marrie

Expected Salary : Negotiate. Date of Availability : Immediately

Position to apply : Finance, Underwriting ,Marketing in Roi Et provinces and neighboring location.

CAREER OBJECTIVE

To be a part of organization that provides me which develops my careers and enables me to contribute strongly to the organization its goals.

PROFESSIONAL EXPERENCE

1. Southeast Insurance PLC. Roi Et Branch Mar'2019- Feb 2022

Branch Finance Monthly Benefit : 28,390 THB

- To prepare billing premium insurance send to Agent, To collected premium insurance and key receive in PCS system.
- To prepare premium outstanding report
- To prepare Petty cash expense for branch
- To check list fix asset for branch send to head office year end.
- To check premium for group line Agent

2. AXA Insurance PLC. Roi Et Branch Oct'2016- Dec'2019

Branch Accountant and Finance,Underwrih Monthly Benefit : 26,000 THB

- To prepare billing premium insurance send to Agent, To collected premium insurance and key receive in AS400 system.
- To prepare Petty cash expense for branch
- To check list fix asset for branch send to head office year end.
- Responsible all Underwriting of branch
- To check premium for group line Agent

3. TT Insurance Broker (Thailand) Ltd. Mar'2010 - Sep'2016

Chief Accountant Monthly Benefit : 26,000 THB

- To collected premium insurance from client for send to insurer .
- Key receive premium and commission in MyAccount system
- To check and verify PND 3 53 and submitting to Revenue Dept.
- To prepare for the report of monthly Bank, A/P,A/R Reconcile and Fixed Asset
- To Prepare for the report premium insurance of monthly send to OIC Dept .
- Responsible for all accounting function including Fixed Asset, A/P, A/R, Petty cash, GL ,financial report TT Life insurance broker Ltd.(Affiliates TT insurance)

4. Rasa Tower Ltd. Jun'2009 - Feb'2016

Accountant staff Monthly Benefit : 13,500 THB

- To Prepare invoices for rent and service fee send to client
- To collect for rent and service fee from client
- Key receive rent and service fee in MyAccount system
- To check list fix asset year end.

5. Sanit and Associated Mar'2008 - May'2009

Assistant Auditor – Audit Accounting system

EDUCATION

- Ramkhamhaeng University , Bangkok Thailand
- Bachelor of Accounting May2004 - Mar 2008 with GPA 2.82

SKILL AND TRAINING

- AS400 MyAccount Express (Accounting Program) Microsoft Excel ,Word.
- Strong communication in written English and fair speaking and listening skills.

- Reference.**
- 1.Mr.Taweesak Jantepa Branch Manager Southeast Insurance 087-9502772
 - 2.Mr.Sittipong Pooljit (Branch Manager AXA Insurance) 090-2761635
 - 3.Ms.Sukanya Paksrilert (Assistant Manager TT Insurance Broker) 081-3388582