

## Ms. Nipaporn Numcharoen



### Personal Data

Date of Birth	May 16, 1982
Nationality	Thai
Religion	Buddhism
Marital Status	Single
Mobile No.	089-784-7877
Email	<a href="mailto:Joyandae1@hotmail.com">Joyandae1@hotmail.com</a>
Address	297/32 Soi Ramintra 117, Charoenpattana Road. Bangchan, Klongsamwa, Bangkok 10510
Expected Salary	29,000.00 Baht

### Educational Background

Bachelor Degree	Rajamangala University Of Technology Thanyaburi Bachelor Of Business Administration (Information System) GPA : 2.46
Vocational Degree	Chachoengsao Vocational College. Diploma Of Computer Business. GPA : 3.17

### Work Experience

2007-Present	Export document Prime Products Industry Co., Ltd.
Responsibilities	-Responsible for export document such as Invoice, Packing List, B/L and Government Certificatess from Custom Authority and Thai Chamber of Commerce -Operating on NetBay System for export entry processs -Coordinating with Government office to facilitate export process. Also coparating with shipping companies and forwarders as well.
2004-2007	Admin (Outsource Contract) Tripetch Isusu Sales Co., Ltd.
Responsibilities	-Implement trasactions on accounting system -Maintain accounting files and records -Providing secretarial and administrative support including typing, data input and information management as may be required by company.

### Language

Thai : Good at writing, listening, speaking and reading.  
English : Good in writing, listening, speaking and reading.

### Computer Skill

Microsoft Office (Word, Excel, PowerPoint), Internet, Outlook Express

**Typing Speed Accuracy**

Thai : 40 Words per minute

English : 45 Words per minute

**Abilities**

- Work under pressure
- Ability to work as team work
- Ability to get along well with people
- High Responsibility
- Be punctual

**Reference**

- Mr. Chamnarn Sooksumek

Operation Staff

Agility Co., Ltd.

Tel : 088 222 8849