

## Akkaraworathiwat, Nawarat (Ms.)

### Personal Details

Name:	Miss Nawarat Akkaraworathiwat
Date of Birth:	April 2, 1977
Address:	116 Soi SuanPlu 1, Sathorn Road, Thungmahamek, Bangkok 10120
Highest Qualification:	Bachelor's Degree
Latest Monthly Salary:	30,000 TH
Expected Salary:	Negotiable
Mobile No:	(094) 953-8845

### Academic Background

1985 – 1991	Phramaemaree School	Diploma in English Program
1991 – 1993	Phramaemaree School	Diploma in English Program
1993 – 1995	Y.W.C.A Secretarial School	Certificate in Secretary Program
1997 – 2000	Bangkok University	Bachelor's degree in BBA

### Work Experience Background

Fritz Transportation	Freight Forwarder	Administration
TSCI	Exhibition Organizer	Customer Service
SEAR Buying Service	Export Trade	Merchandiser
JETRO Bangkok	Export Trade	Secretary Assistance
CBRE Co., Ltd.	Properties Trading	Sale Support

### Work Experience

2014 – Present FuFu Printing Ltd. Executive Assist. Officer	Responsibilities: Paper Management and controlling cash advance and petty cash, issuing system of payment such as payment Voucher & Billing note or tax invoice including withholding tax and other operation task. Issuing some kind of Company payment.
2012 – 2013 Immediate Resource Project Manager	Responsibilities: Tracking control of data capture in each project in any test system and completed report to operation department for weekly meeting. Handle customer information to review and modify with quality application completed info. To do report about the information and modify error application in any log of system. To do the kind of accounting such as reimbursement, booking care and conference room for management team in any weekly meeting and including with controlling stationary for administration.
2009 – 2011 KCS Co., Ltd. Executive Secretary	Responsibilities: To do time management and scheduling or Director and controlling data form TOR and other engagement, scan and keep data in the system, set up meeting and taking minute also run the report. Setting up the meeting and present work flow in any process in any task. Supervisor all administration for the department. Controlling in any kind of accountant such as cash advance, petty cash, reimbursement, accommodation for management travelling, office equipment maintenance.
2007 – 2009 Zmico Securities Secretary	Responsibilities: Arrange meeting for executive committee in any weekly including with to be assistant director to set up BOD meeting for Board of Director office, prepare correspondence, memorandum, checking incoming mail box, prepared minutes with minimal instruction to the executive final complete, scheduling and reimbursement for all executive to BOD office and MD both in Thai and Oversea.
2003 – 2006 PricewaterhouseCoopers Secretary	Responsibilities: Administration support for audit work in any port of manager's responsible and to do stock destruction report, draft engagement report, issuing billing note and update information in data base system, update and summary customer in any port of manager and filling, to prepare travelling and other accommodation and coordinate with ticket agency. To do some kind of translation.