

CHONTHACHA WORAWATPATTRAKUL

69/1 RUANGCHAROEN VILLAGE WATTOOM
AYUTTHAYA 13000, THAILAND
CHONTHACHA@GMAIL.COM



Professional Profile:

- Great knowledge of computer-based accounting systems, such as Express, And Pro Control
- Remarkable knowledge of accounts payable, accounts receivable and maintaining general ledgers.
- Excellent ability to operate computer/microcomputer including the development and use of Excel program.
- Sound ability to establish and maintain effective working relationships with coworkers and representatives from other agencies or departments.
- Demonstrated high-level of abilities of various computer software programs and fluency in using standard office software packages (Vista, XP, MS Office: Word, Excel, PowerPoint, Access).
- Acknowledge received change and ready learn something new.
- Can work under pressure.

General Information:

- Name : Ms. Chonthacha Worawatpattrakul
- Age : 38yrs.
- Date of birth : Aug 1,1981
- Nationality : Thai // Religion : Buddhism

Education:

- **Majored in Business Management – Accounting**
Sukhothai Thammathirat Open University, GPAX 2.30
Graduated 2005
- **Majored in Accounting, High Vocational Diploma**
Pattani Vocational College , GPAX 3.10
Graduated 2002

Work Experience:

- **GLOBAL UNION EXPRESS CO.,LTD** , Bangkok, December 17 – Present

Position : Travel Consuleler

Salary : 38,000

- Customer service
 - Introduce promotion // Sells all product to customer
 - Reserve domestic and internal outbound / inbound ticket to customers by Amadeus Program.
 - Calculate ticket fare to Customer.
 - Work onsite customer office contact customer face to face.
 - Arrange and monitor daily sales and send report to Head Office.
 - Create invoice to customer by Pro Control
 - Contact Airlines.
 - Experienced problem solver, ability to resolve disputes to customer satisfaction.
- **CWT – Business Travel Management Company** BKK January 15– ovember 17

Salary : 29,000

Position : Senior Ticketing

- Reserve domestic and internal outbound / inbound ticket to customers by Amadeus Program.
- Calculate ticket fare to Customer.
- Work onsite customer office contact customer face to face.
- Arrange and monitor daily sales and send report to Head Office.
- Create invoice to customer by Pro Control
- Contact Airlines.
- Issued ticket Amadeus systems

- **GBT (THAILAND) CO.,LTD** , Bangkok, January 2013 – November 17

Position : Travel Consuleler

Salary : 27,000

- Reserve domestic and internal outbound / inbound ticket to customers by Amadeus Program.
- Calculate ticket fare to Customer.
- Work onsite customer office contact customer face to face.
- Arrange and monitor daily sales and send report to Head Office.
- Create invoice to customer by Pro Control
- Contact Airlines.
- Experienced problem solver, ability to resolve disputes to customer satisfaction.

- **Erawan T.S. Co Ltd.**, Bangkok, January 2008 – January 2011

Position : Accounting and Ticketing

Salary : 18,000

- Handled financial transactions at service counter.
- Arrange monthly tax and sales report.
- Arrange and monitor daily sales and purchase accounting.
- Helped maintain the tracking database for all deliveries, receipts, & invoices.
- Experienced problem solver, ability to resolve disputes to customer satisfaction.
- Assisted with induction & training of new employees.
- Reserve domestic and international outbound/inbound ticket to Customers by Amadeus Program.
- Calculate ticket fare to Customer.
- Create invoice to customer by Pro Control.

- Arrange and Monitor Pretty Cash.
 - Arrange Purchase order.
 - Contact Supplier to order.
- **Solid Star Co Ltd.**, Bangkok, January 2007 – November 2007
Position : Financial and Accounting officer
Salary : 10,000
 - Arrange and monitor daily sales and purchase accounting.
 - Arrange monthly tax and sales report to The Revenue Department.
 - Arrange accounting by Express program.
 - Arrange incoming / remittance from customers.
 - Performed cycle counts on the warehouse stock, ensuring inventory accuracy.
 - **Siam Air Shop** Pattani, January 2000 – July 2006
Position : Financial and Accounting officer
Salary : 8,500
 - Arrange and monitor daily sales and purchase accounting.
 - Arrange monthly tax and sales report to The Revenue Department.
 - Arrange incoming / remittance from customers.
 - Performed cycle counts on the warehouse stock, ensuring inventory accuracy.

References: Mr.Veerapot Sittipong 081-9595966

Ms. Pemika Ruthiraphong Manager at Erawan T.S. Co Ltd.,