

May 5, 2023

Central Marketing Group
3388/25-37, 51-53, 82-85
Sirinrat Building 10 floor.
Rama 4 road, Klongton, Klongtoey,
Bangkok Thailand 10110

Dear Sir,

I heard your company need to applying for a new employee. Then I has attracted my attention because I think that my qualifications will be fulfilled your requirements.

My name is Patcharin Wattanakitkrlert (Ple). I graduated from Assumption University in Mar 2007 and hold a Bachelors degree from the faculty of Communication Arts, which major Advertising with GPA. 3.29. The attached resume will enable you to investigate my working experience that I had in the past. Besides, my skill experiences are also included.

My experience especially for working in my lastest job was in the Receptionist. It has provided me with the opportunity to develop my skill as a problem solver. To be an energetic, responsible, analytical and honest person, I feel that I would be a qualified candidate to work for your company. I am confident that I will be able to perform my duties to your satisfaction, Enclosed you will find my detailed Resume, photographs.

I will be able to call for an interview at your convenience. If you need any additional information, please do not hesitate to call me at 083-751-4401, e-mail: laette-apple@hotmail.com

Yours sincerely,

(Ms. Patcharin Wattanakitkrlert)

(Miss Patcharin Wattanakitkrilert)



113 Soi.Krungtrpkreeta 7

Huamark Bangkok Bangkok 10240

Tel.: 083-751-4401

(Personal Information)

: (Date of Birth : 20 Oct 1984)

: (Weight : 48 Kgs)

: (Hight : 157 Cms)

: (Nationality : Thai)

: (Religion : Buddhism)

(Graduation)

: Graduated Bachelor degree from Assumption University at Communication Arts ,

Advertising with GPA. 3.29)

(Skill)

: Communicate in English

: Microsoft Office

: (Typing Thai 30 w/m Eng 40w/m)

II(Experience of Job from Now-last)

March 2013 – Now: (Be Senior General Affairs Officer HR&GA)

At (Central Trading)

Salary: 35,000 Baht

- : Answer and direct phone calls.
- : Greeting all visitors.
- : Act as the point of contact for internal and external clients
- : Managing meeting room booking in Outlook365.
- : Distribute incoming mail, correspondence memos, letters, and forms.
- : Record new employee's finger scan.
- : Employment security for any event.
- : Doing about parking ticket.
- : Doing about drinking water coupons.
- : Inside company's voice announcement.
- : Book travel arrangements
- : Using SAP to open PR/PO.
- : Order office supplies.
- : Direct the work of the messengers.
- : Provide general support to visitors.
- : Special Project from assign.
- : Any other tasks as needed.

July 2012 – March 2013: (Be Receptionist)

I'm working at (Bangkok base Ltd.) at T.Shinawatra Building, Sukhumvit 23

Salary: 18,500 Baht

- : Manage a schedule for a meeting room and Messenger.

: Contact a client and reply an email .

: Handle a foreigner client.

: Be info to a client about service and also product of company.

: Be administrator for accounting and legal department.

: Answered all a incoming call and represented the company in a professional
and businesslike manner

: Be greeting all visitor.

Dec 2010 – Jun 2012: (Be Quality Center's Secretary)

At (Rama 2 hospital)

Salary: 13,000 Baht

: Provide high quality word processing and document preparation and editing
services for the Director.

: Provide efficient and effective secretarial and administrative support services
to the Boss.

: Doing document control for all department.

: Performing related tasks as assigned.

June 2007-Aug 2009 (Be a Member Relation (recruit new member))

At (Thai Institute of Directors)

Salary: 14,000 Baht

: Follow application form & document from member and typing into database.

- : Provide efficient administrative job.
- : Go to welcome our members for course study at hotel.
- : Being Master of Ceremony in breakfast morning talk.
- : Go out at any chamber to suggest our organization.