



**NEW**

**YODCHANANA**

**SUKPITI**

**Chachoengsao , Thailand.**

**VOUNTEER.**

**OBJECTIVE .**

I aim to apply my knowledge of correspondence and public relations, computer skills, time management, workspace coordination, and problem-solving abilities. Perform works above expectations , Skills for working under pressure, data management, analytical and problem-solving abilities, always learning and improving himself , And Possess relevant experiece with online sales.

**PERSONAL DATE.**

Date of Birth - 16 Janauy 2001 ( 23 old )

Health - Excellent Nationalily - Thai

Hobbies Trvelling. Reding , Playing badminton ,

Playing petanque, Play crasswold game , Take a Photo ,

Listen to Music , Dance to tiktok and Art Design .

**EDUCATION.**

Bachelor of Business Administration ( Management )

Faculty of Management Sciences .

Kasetsart University Srirach Cpmus , Chon buri , Thailand .

GPAX: 2.47

**COMPETENCIES & SKILLS.**

Fluent in thai ( Native language ) , English ( Intermediate Level in Reading And Writing , Advanced Level in Listening And Speaking ) And Chinese.

Competent in Compet ( Wed Site Design And Ms Office : Word & Excel, Canva Photo Shop And Adobe Illustrator. )

Excellent Interpersonal Communication skills.

Excellent Interpersonal Skills for working with others.

Excellent decision-making and problem-solving skills.

**CONTACT INFORMATION.**



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: Pv.Sawkeeneew



: Sawkee new .



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Khet muang , Chachoengsao , Thailand , 24000.

**Student Club college of Social Commuincation Innovatina,  
Srinakarinwirot Univerity**

**Septeber 2019 - December 2019**

- Organize An Eneting Swu Open House 2019.
- Graduation Onganize Events 2019.
- Organize An Event Cosci Game 2019 And Control Athlete.
- New Student Orientatio And WaiKhru Activities, Academic Year 2019
- Public Relations Ambassador Activities College of
- Social Communication Innovation, Year 2019, Theme: THE GATSBY.
- Participate In The COSCI FIRST DATE 2019 Activities.
- Orientation, Welcoming New Students And Camps To Enhance Student Identity Srinakharinwirot University, Academic Year 2019.

**Faculty of Management Sciences , Kasetsart University Srirach Cpmus**

**June 2020 - May 2024**

- Make various Documents , poster In The Badminton Club.
- Coordinating various Ways In The Badminton Club And Sports Judges.
- Attended To Be a Representative For Petanque Athletes Of The Management Field In MS Sports Day Activities.
- Organize Events And Seminars On The Topic The Right Business For What You Like With. at by owner Business of Bear House.
- Attended a Seminar On The Topic Of Perspectives On Doing Business For Society And Producing Media For The Public.
- Attended a Training course on entrepreneurship and strategies for transferring wealth through giving. of the Stock Exchange Institute (SET).
- Participate In a WorkShop Basic Life Support (Basic life support) In Collaboration With Somdet Phra Borom Ratchathewi Hospital, Sriracha.
- Attended a training course on information systems and knowledge management in the digital age. of the Sukhothai Thammathirat Open University.
- Attended a training course on Special Talk on "Power of Data": The power of data to drive sustainable business innovation. of the Thai-Nippon Institute of Technology.

## RELEVANT EXPERIENCE & QUALIFICATIONS.

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### **KASETSART UNIVERSITY SRIRACHA CPMUS**

June 2020 - May 2024

Business Finance	Entrepreneurship
Strategic Management	Employee Relations
Human Resource Management	Management Accounting
International Legal Environment	Business support Management
Management Information systems	Family Business Management
Communicative English for careers	Human Resource Development

### **INTERNSHIPS, BANGKOK HOSPITAL PATTAYA , HUMAN RESOURCES STAFF**

April 2023 - June 2023

- There is coordination of documents in sending documents between head offices. and including various departments in the organization, etc.
- Documents are prepared for the director to sign on the documents.
- The interview room is prepared, such as arranging tables, arranging chairs, wiping tables and chairs. including turning on the air conditioner In order to facilitate the interviewer and the job interviewer, etc.
- Prepare the place for the job fair, which includes tables, chairs, and documents for the job interview. and included the opening of soft music Casual so that the person coming for the interview is relaxed and not too stressed before accepting the job interview, etc.
- There is coordination in work in terms of disbursing money and various expenses. and includes receiving cash checks, receiving cash between the accounting department, central account, finance, etc.
- Preparations are being made for the Songkran festival, Day of Lai, of Bangkok Pattaya Hospital. At the event there will be water pouring on the monks. adults in the organization Including food and drinks being arranged for the participants and traditional drinking water etc.
- Used to be an actor for fire escape drills at Bangkok Pattaya Hospital who played the role of a hospital patient in the children's ward, etc.
- Experience in making new employee cards Interns who come to work together in the organization
- Summarized the draft drug welfare announcement for Pattaya Bangkok Hospital to the Director of Human Resources.
- Summarize the content and create posters, inviting employees and staff to participate in activities at Pattaya Hospital. Employee Referral Program Plan 2023

### **PART-TIME ONLINES SALE .**

June 2020 - Present.

- Delivered products according to the specifications that Customers Want.
- There is regular communication with customers.
- Ready to sell products at all time.
- Always ready to deal with problems and pay attention to the product.