



Resume

Miss. Duangjan Kraisoda (Duang)

Expected Jobs: Administrator/ coordinator/ sale

Expected Salary: 30,000 Baht (Negotiable)

Starting date: 15 days

Personnel Information

Address: 420/185 Moo.9 ,Nongprue, Bunglamung
Chonburi. (Central Pattya)

Contact number: 086-9764657

E-mail: d.kraisoda@hotmail.com

Date of birth: 25 July, 1983

Age: 33

Nationality: Thai

Religion: Buddhism

Height: 152

Weight: 52

Marital Status: Single

Father' Name: Mr. Hud Kraisoda : Farmer

Mother' Name: Mrs. Kumsi Kraisoda: Farmer

Numbers of Sister & Brother (Including yourself) : 5 , I'm Fourth.

Education

Bachelor: Ramkhamhaeng University. Studied from 2001-2005

Program Political science, Administration GPA. 2.51

Strength.

1. Honesty.
2. Polite.
3. Patient.
4. Punctual.
5. Friendly
6. Good attitude.
7. Service mind.
8. Love to learn new experience.

Work Experience from latest

October 2012 – Present Pattaya Realty Co., Ltd (Pattaya)

Position Administrator and sale.

Salary 20,000 plus commission

Responsibility

1. Find our new properties to add into database and website by survey and try to cooperate with the owner who would be accept the agency service to looking for tenants, clients
2. Call to update properties with the owner to recheck status.
3. Issues invoices and receipts to charge rental and utilities to client company.
4. Solve the client problem in case they have it on utilities (cable, electric, water, phone)
5. Recheck utilities cost and record every end of month.
6. Issues invoices charge commission to developer, recheck sale person commission claiming, transfer of theirs.
7. Withdraw and transfer salary to each staff of ChaingMai and Phuket office.
8. Chatting by Jivo program in case have clients looking for properties and follow up again via email and phone.
9. Replying email to customer enquiry
10. Taking care client who would like go to see the properties and do contract lease.
11. Perform ad-hoc tasks as assigned.

January 2011- July 2011 Hin Sauey Maak Co.,LTD (Samutprakran Province)

Administrator. I had looked after inventory, products as Jewelry products. Gold, Diamonds, Precious stones.

May 2010 - October 2010. Reception at Thai – English school. (Bangkok)

I had looked after students who come to register to learn and check class hours.
Coordinator for Boss, Teachers, Students, clients.

March 2003- August 2003. Waitress at Unico Restaurant. **(Bangkok)**

May 2001- February 2003 Stared study at Ramkhamheang University on the same time and worked at Sirikomol Enterprise Co., LTD as Production workers.

Skills & Abilities

Computer Skill:	Microsoft Office (Excel, Word, Power Point, Outlook, internet)
English:	Speaking (good), Reading (good) & Writing (good)
Typing	Thai/English (good)
Japanese	Speaking (fair), Reading (fair) & Writing (fair) pass JLPT lever 4 on 2009 and now still trying to learn more.

Hobbies

I like to exercise, running, reading books, searching internet, watch movies, do meditate.

The Driving Skills Car, Motorbike.

Vehicle Motorbike

Driving license Motorbike license

Reference

Miss. Juntrarat Moonbuapha 094-7946644

Miss. Mayura Boonluea 089-2321909