

## Résumé

### Career Objective

I wish to pursue a career in field or office administration, where I can use English Language skills to respond of all certification as customer request. I am also proficient on the computer and would like to utilize my skills in this field. I am an outgoing and hard worker.

### Personal Details

Name : Nonthinee Petchprapai.  
Sex ,Age : Female , 42 Year, High 164 cm, Weight 56 Kg.  
Birthday : June 8, 1975 :  
Nationality/Religion : Thai / Buddhism  
Health : Very Good  
Address : 99/48 Moo2 ,Plutaluang,Sattahip,Cholburi 20180.  
Telephone/ Email : 084 -4565268, 083-1203618 / [Pnonthinee@gmail.com](mailto:Pnonthinee@gmail.com).

### Education

Education level	Year of graduation	School's name	Location	Achievement
Bachelor Degree	2010	Rajabhat Rajanagarin University	Chachoengsao	Bachelor of Arts (Information Science)
Vocational Certificate	1996-1999	Rajabhat Valailongkorn University	Phatumthani	Diploma Degree

### Activities/Training Course

- Quality System ISO 9001:2015 , ISO 14001:2004 & Safety OHSAS 18001:2007
- The safety officer in supervising level & Defensive driving.
- Training need analysis ( HR)

### English Skills

- Good in listening, speaking, writing and reading in English
- Able to handle correspondence; hotel reservation, orders of products.

### Work Experience

#### **Empress Ethanol Co.,Ltd. ( KMN Group)**

729 Moo 13, Khao Hin Son, Phanom Sarakham District, Chachoengsao 24120

**November 2016 – Present**

**Position: ISO System / Chachoengsao Base.**

- Main prepare & register all document controller for ISO system
- Provide document support MS Excel, MS word, Power Pont to supv.as assigned.
- Control the documents under ISO9001-2008 System.
- Follow up recording of CAR, PAR, KPI
- Records Internal / External Audit
- Equipment Control & Check List Income-Out on system.
- Prepare purchasing for stationary, consumable and spare parts as require.
- Prepare Asses inventory for Job.
- Training Quality system ISO for new staff.
- Supervise the housekeeper

**Oilfield Equipment & Services Co., Ltd. Sattahip base.**

**October 2012 – October 2016**

Position: Purchase & Document controller ISO /Sattahip Base.

- Prepare Summary service charge to client
- Prepare daily Inspection Certificate daily and report for client
- Prepare documents Operation of Outgoing and Incoming
- Follow-up accordingly with team as client requested.
- Tracking of Certificate for company and client to system
- Send & follow-update of accordingly as client's PO
- Support team to provide inspection certificate as client request.
- Performs routine administrative tasks, photocopying, faxing etc.
- Document controlling. (DC), including Equipment data
- Working in an office; handling telephone conversations in an office.
- Created memos and text meeting report as required.
- Implement purchasing and contract management instructions, policies and procedures with monitor PR, issue PO Supporting buyers with negotiation & compare cost.
- Co-coordinator for ISO for head office and Sattahip base.

**ICO Asipacific (Thailand) Co., Ltd.&**

**SOS. Co., Ltd. / both same continue with same detail. Sattahip,Chonburi .**

**June 2009-September 2012**

Position: Admin /Sattahip Base.

- Prepare report and certificate sheet as customer.
- Activity job report to Supervisor and supporting inspector's team.
- Coordinate to vender and customer.
- Document controlling with Database input and output.
- Prepare payroll data record as working, Overtime, support to head office.
- Supervise the housekeeper

**BJ Service International (Thailand) Co., Ltd.(Tubular Division) Sattahip,Chonburi**

**February 2009 -June 2011 /Contractor**

Position: **Assistant** Admin

- Assistant administrative as assigned at the Sattahip base.
- Support document for provide PR& PO
- Taking Database input and output on system.
- Support to Document controlling.

**Computer Skills**

- Use MS. Office 2000 (Microsoft word, Excel, Power Point and Access)
- Use Microsoft Outlook to send and receive E-mails
- Work on Mail Merge in Microsoft Word

**Reference**

- Mr Umnoui Petchprapai.

Position: Lab Technician Supervisor

Impress Ethanol Company Limited ,Chaocheongsao. Tel. 092-2635647

- Mr.Weekit Thanyapolparakorn

Position:Coorditor manager at Sattahip base

Baker Hughes Operation (Thailand) Ltd, Tubular Service Dev,Sattaip,Chonburi

Tel. 081-9823192,081-6009757.