

RESUME



PROFILE

Miss. Prapada Satipjan
Address : 134/1 Moo.6 ,Map yang phon, pluak Daeng,
Rayong. 21140
Email : prapada2531@gmail.com
Mobile : 064-320-9962

Job Preferences

Preferred Positions : Accounting Officer
Salary : 25,000.-

Personal Information

Gender : Female	Date of Birth : 24 May 1988
Age : 33 years	Status : Single
Height : 157 cm.	Weight : 47 kg.
Nationality Of : Thailand	Religion : Buddhism

Education

Bangkok Suvarnabhumi University 2010-2012
Bachelor's Degree Major Subject Accountancy
G.P.A. 3.18

Working/Internship Experience

THAI BEYONZ COMPANY LIMITED

April 2021 - present.

Amata City Rayong Industrial Estates 7/386, MAP YANG PHON, PLUAK DAENG, RAYONG 21140

038-913-529

Position : Cost Accounting Officer (factory)

Job description

Cost analysis

- To review stock card, cost sheet and standard cost.
- To be leader of accounting team for inventory checking.
- To calculate cost of goods manufacturing & cost of goods sold.
- To be analysis & compare actual cost with standard cost.
- Assisting for supervise level as assigned
- Prepare the closing of production cost statements, cost of sales statements

Inventory Control

- To make & check data in stock card and actual inventory checking.
- To check up for inventory.
- To make cost sheet To calculate cost of material and standard cost.
- To check data in stock card and actual inventory checking.
- To control for inventory.
- To check cost sheet To calculate cost of material and standard cost.
- To be reconcile and analysis inventory.
- Assisting for supervise level as assigned report, etc.

Staffers Recruitment Consultants Co., Ltd.

June 2020 - October 2020

As LOUIS VUITTON (THAILAND) COMPANY LIMITED

518/5 Maneeya Center Building, 15th Floor Ploenchit Road, Lumpini, Pathumwan,Bangkok

02-6520775-6

Position : Accounts receivable.(AR)

Job description

- prepare a Sales Invoice in the country as well as saving account.
- notes regarding payment of debts from debtors
- Summary of branch sales daily and monthly
- prepare a report analyzing the monthly accounts receivable aging.
- sales tax reporting (time. 30) each month.
- report that does not have the person who has not received the bank deposit reconciliation report. to the supervisor
- prepare a report on the status of daily cash from cash receipts entry list of the day with a presentation Manager.

THAI RICH CORPORATION CO.,LTD.

February 2018 - May 2019

6/1 Soi Ramkhamhaeng118 Yak 46-15 Saphan Sung, Saphan Sung, Bangkok 02-3722622

Position : Accounting - Finance Officer

Job description

- check the document out before you make a payment, pay in the various cases.
- check the accuracy of the supporting documents for payments, calculate the approval and inspection, as well as validated against rules and regulations of The related companies.
- make a purchase duty report ('s. 30) 1 3 PND, PND, PND 53, Sapot. 10-1
- prepare a cheque payment voucher (Voucher Cheque) to offer bosses review.
- record the payment from the payment voucher checks with verification of the recording list.
- store the payment voucher checks by the payment voucher to be referenced fast it later.
- prepare a Sales Invoice in the country as well as saving account.
- notes regarding payment of debts from debtors
- Summary of branch sales daily and monthly
- weekly balance statement
- prepare a report analyzing the monthly accounts receivable aging.

- sales tax reporting (time. 30) each month.
- Executive Salary.
- Perform other tasks as assigned.

Fresh car Co., Ltd.

May 2014 - September 2016

22/13 Soi Ramkhamhaeng118 Yak 55 Saphan Sung, Saphan Sung, Bangkok 02-3722822

Position :Account Payable Officer (AP)

Job description

- check the document out before you make a payment, pay in the various cases.
- check the accuracy of the supporting documents for payments, calculate the approval and inspection, as well as validated against rules and regulations of the. The related companies.
- make a purchase duty report ('s. 30) 1 3 PND, PND, PND 53, Sapot. 10-1
- prepare a cheque payment voucher (Voucher Cheque) to offer bosses review.
- record the payment from the payment voucher checks with verification of the recording list.
- Liaise with various agencies, both internally – externally,

Premium Equipment & Engineering Co.,Ltd.

April 2013 - April 2014

46 Moo 14 Bangchan Industrial Estate., Serithai Road., Minburi, Bangkok (02) 919-8900

Position : Cost Accounting Officer (factory)

Job description

- Count STOCK of monthly raw materials.
- Supervise product stock account.
- Calculate product cost Summary of production costs.
- Calculate the monthly production cost to make a cost budget.
- Review cost accounting documents and coordinate with relevant departments.
- Verify the movement of goods related to the account correctly.
- Prepare documents and record cost accounting information.
- Record and check production information. Raw material draw Production time Including checking the formula for calculating material costs.

Training Experience/Certificate

- Innovatepoint Co.,Ltd. November 2011 - November 2011

Course Name POSITIVE ATTITUDE & TEAM WORK

- Innovatepoint Co.,Ltd. November 2011 - November 2011

Course Name Leadership for Teamwork

- Express Software Group Co.,Ltd. March 2010 - March 2010

Course Name Express Program

- B.B.K.ELECTRIC COMPANY LIMITED October 2011 - November 2011

ISO 14001 : 2004 system requirements, written operating procedures.

Language Skills

English Speak : Basic Read : Basic Write : Basic

Typing Skill (Thai) : 30 words/minute

Typing Skill (English) : 35 words/minute

Driving Skills Car : Own Vehicle Car

Special Skills : - Continuing profession development (CPD)

- Express Program
- Formura Program
- Microsoft Office