



MISS SALINRAT KHOTCHASANEE



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178/132 moo.5 Banchang District, Banchang, Rayong 21130

Date of Birth : 22 February 1997

Age : 26 years old

Nationality : Thai

Weight : 46 kg.

Height : 158 cm.

Marital Status : Single

PROFILE

EDUCATION

2015 - 2019

**UNIVERSITY OF MAF FAH LUANG,
CHAING RAI, THAILAND**

Bachelor of Management, Major in Logistic and Supply Chain

WORKING EXPERIENCE

MARCH 2022 -

PRESENT

**Global Seal
co.,ltd.**

DOCUMENT CONTROL

- Responsible and control documents in the quality management system ISO 9001, ISO14001, ISO45001
- Prepare and support the ISO management reviews.
- Control and Support Internal, External Audit and other Audits in related
- Support sales such as Quotation, Invoice

JULY 2019 -

FEBRUARY 2022

**Plan
Consultants
co.,ltd.**

SECRETARY

- Performed general office duties and administrative tasks.
- Prepared weekly reports for presentation to management.
- Managed the internal and external mail functions including make an appointment.
- Summary the monthly KPI.

TRAINING

- 9 August 2022 IMS-Interpretation & Internal audit (ISO9001:2015, ISO14001:2015 & ISO45001:2018) by QSHE Plus Training & Consultant

SKILLS

- Good interpersonal skill
- Quick learner and highly responsible.
- Proficient in Prosoft WINpseed, Microsoft Office, Internet, Email.
- Typing skills: Thai, 35 words per minute and English, 30 words per minute.