

Name Surname

Address: 999 Phutthamonthon 4 Rd., Salaya,
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EDUCATION

Mahidol University International College **Nakhon Pathom, Thailand**

Bachelor of Business Administration in Tourism and Hospitality Management **2014 - 2017**

Cumulative GPA: 3.70

International Baccalaureate Certificate

Exchange Program **Ontario, Canada**

University of Ottawa **2016**

Telfer School of Management

SKILLS

Computer: Microsoft Office (Power Point, Words, Excels), OPERA Property Management System

Languages: English (fluent), Thai (native,) Hindi (proficient in oral), and currently learning Spanish

Soft skills: Time management, Problem-solving capabilities, Teamwork, Communicative Leadership, and Ability to work under pressure

EXPERIENCES

ABCD Wedding Planners **Bangkok, Thailand**

Guest Transport Manager **2017-present**

- Managed and facilitated communication and schedule of transport between all guests and transport company
- Managed and oversaw hospitality desks in order to facilitate communication between guests and hotel staff
- Assisted light and sound manager in engineering shows and putting together smooth-running entertainment

Salaya Pavilion Hotel **Nakhon Pathom, Thailand**

Front Office, Kitchen, Housekeeping, Food and Beverage Trainee **2016**

- Assisted front office employees with various accounting tasks and check in /check out procedures in the hotel
- Assisted housekeeping attendants in cleaning the rooms and various other points within the hotel
- Assisted kitchen employees in the kitchen as chef's assistant
- Assisted food and beverage employees in serving customers of our hotel at various outlets within the hotel.