



ARISARA CHITMALAI

Finance /Admin Officer

+6683-781-5905 chitmalai.arisara@gmail.com

www.reallygreatsite.com

EDUCATION

Rajamangala University of Technology Rattanakosin

Bachelor of Accounting (B.Acct.)
2019 - 2022

Tangtrongchit Business Administration Technological College

Diploma/High Vocational Certificate (Dip./High Voc. Cert.)
2017 - 2019

Tangtrongchit Commercial Technological College

Vocational Certificate (Voc. Cert.)
2015 - 2017

EXPERTISE

- Decision Making And Problem Solving
- Adaptability & Active Learning
- Communication
- Collaboration
- Negotiation
- Time Management

LANGUAGE

- English
- Thai

PROFILE

My goal is to utilize my skills and experience to promote and push the company towards its objectives, while continuously learning and developing myself in order to become an integral part of the organization and grow alongside it.

WORK EXPERIENCE

JOYMAN STUDIO COMPANY LIMITED

2022 - present

Finance /Admin Officer

- Take care of managing the finances of both companies Joyman Studio Company Limited and Avagard Art Agency Company Limited
- Take care of the purchasing department, take care of the stock department
- Disbursing money, receiving money, keeping money and financial documents
- Gather documents to send to the accounting office and Contact and coordinate with the accounting office
- Work related to salary, wages, compensation and other money
- bank reconciliation
- Issue a movie certificate at the source P.N.D.3 / P.N.D.53
- Notification of insured person registration SSO.1-03
- Update financial reports with management
- Use the accounting program floaccount
- Perform other tasks Assigned

INTERGOLD GOLD TRADE CO.,LTD.

2015 - 2022

Senior Customs Service Officer

- Receive service from customers who come to conduct transactions at the store.
- Open a trading bill
- Receive money, pay money
- Reconcile Statement
- Provide convenient information to customers
- Contact and coordinate with other departments.