

November 25, 2017

To whom it may concern,

I am Ms. Songdao Chulermala. I am interested for your advertisement in the position of **Administrator and Secretary** follow your vacancy. I have attracted my attention because I think that my qualifications will be fulfilled your requirements. My resume was attached for your consider.

I am confident that my skills and past experience could make great contributions to your organization. I feel that I would be a qualified candidate to work for your company. I am confident that I will be able to perform my duties to your satisfaction.

I shall be able to call for an interview at your convenience and shall be glad to give you any further information that you may requirement.

Thank you very much for your consideration and I look forward to hearing from you soon.

Yours faithfully,

Ms. Songdao Chulermala

**Ms.Songdao Chulermala(นางสาวส่องดาวจุลิตมาลา)**



Room 95/15, Lerdchai House Bangkok-Non 12 Rd., Bangkok, Nonthaburi, 11000  
E-mail:seestar\_2554@hotmail.com, Mobile no.: +66 817222643

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**POSITION SOUGHT: PROJECT ADMINISTRATOR AND RELATED**

**PERSONAL INFORMATION:**

- Date of Birth : Jan 01, 1983 Weight/Height : 55 kg. / 165 cm.
- Age / Sex : 34 years / Female Religion : Buddhist
- Marital Status : Single Nationality/Race : Thai/Thai
- Health : Excellent Activities : Table tennis, Swimming

**FURTHER INFORMATION:**

- High sense of responsibility, honest, active
- Can work under pressure, hard working, good team work
- Good relationship, broad-minded

**EDUCATION:**

- **University**  
Y2005 – Y2007 : Phranakhon Rajabhat University, Bangkok, Thailand  
Bachelor of Business Administrator  
Major in Computer business, GPA 2.27
- **High Vocational Certificate**  
Y2003 – Y2005 : Rattanakosin Technical School, Bangkok, Thailand  
Business Administrator  
Major in Computer Business, GPA 2.60

**SPECIAL SKILLS:**

- Computer : Microsoft Office, ERP Accpac system, Outlook
- English : Fair (Listening, Reading and Writing)

**WORK EXPERIENCES:**

- 1. Period :** : **Jun 2017**  
**Company** : **KCU Service Ltd.,**  
**Position** : **Site Secretary**  
**Responsibility** : **Coordinate, Record and Control document of project**

**Projects assignment :** **Work location at Bangkok details as below;**

- appointment reminders schedule work for to supervisors
- coordinate to subcontractor by the telephone. or the internet and save document

List In and out

**WORK EXPERIENCES:**

- 2. Period :** : **March 2014 – Sep 2016 Present**  
**Company** : **CEL ENGINEERs LIMITED**  
**Position** : **Site Secretary**  
**Responsibility** : **Coordinate, Record and Control document of project**

**Projects assignment :** **Work location at Bangkok details as below;**

- appointment reminders schedule work for to supervisors
- coordinate to subcontractor by the telephone. or the internet and save document

List In and out

- prepared for document for the meeting and organizations on a regular basis.  
responsibility The meeting document prepared for the meeting of supervisors.

**WORK EXPERIENCES:**

- 3. Period** : **Sep2010 – Feb 2014**  
**Company** : **C.A.D.Engineering Co.,Ltd.**  
**Position** : **Project Administration**  
**Responsibility** : **Coordinate, Record and Control Sale and Cost of project**

**Projects assignment :** **Work location at Bangkok details as below;**

- Installation. and Commissioning for BFKT UTRAN Ph.4.11 North Project (Huawei)
- Installation. and Commissioning for UniNet DWDMProject (Huawei, TOT, Jusmine)
- Installation, Commissioning and TRUE data-com2010 Project (Huawei)
- Installation, Commissioning (Indoor) Ericson NodeB-ACT Ph.0 Project (Alcatel)

**Job description**

- Coordinate and Call request from the customers and subcontractors
- Update progress report to the customers
- Prepare report follow requirement of the customer
- Record and Control invoice receive from subcontractor/ Request invoice to the customerfor Sale of project record
- Out site meeting such as Huawei,Ericson,True Move, TOT, Jusmine
- Document record control for internal process

- 4. Period** :Dec 2008– Jul 2010
- Company** :Hasun Sales and Service Co., Ltd.
- Position** :Project Administration
- Responsibility** :Project record control and Call request from the customer
- Projects assignment** :Work location at Bangkok details as below;
- MSAN 24 Node Project (Huawei)
  - MSAN 55 Node Project (Huawei)

**Job description**

- Call request from the customers and subcontractors
- Update progress report
- Prepare report follow requirement of the customer
- Record and Control invoice receive from subcontractor/ Request invoice to the customer for Sale of project record
- Document control for internal process

- 5. Period** :May 2005 – Nov 2008
- Company** :TOT Public company Limited (Thailand)

**Position** : Customers service / Call center

**Responsibility** : Coordinate with the customers and Report progress

**Projects assignment** : Work location at TOT Bangkok details as below;

**Job description**

- Call request from the customers
- Update progress report
- Prepare report follow requirement of the customer
- Check stock for mobile Sim Card(Thai mobile)
- Document control for internal process
- Record details and Input to program