Pacharakorn Jitjaroen Tuutti

Address : 221/1 Moo 14 Ban Pornsawan Nongnakam, Maung Udon Thani 41000

E-mail : Tuutti.por@gmail.com

Telephone : 082-1150210 098- 1190551

Personal Datas :

Sex	: Female	**Date of Birth**	: September 28,1984
Height	: 158 Cms.	**Weight**	: 47 Kgs.
Age	: 34 Years	**Marital Status**	: Married

Educational Background :

2003-2007 Bacherlor's Degree of Business Administration (Accounting) from Rajamangala University of Techonology, Lanna, Tak Campus
PGA. 3.69

Experience :

2009-2012 Styromatic (Thailand) Co., Ltd. 99 Moo 6 Ban Wangplafa T.Ban Chan A.Mang Udon Thani 41000

Position Financial

Responsibility - Issue Petty Cash
- Salary
- Issue Withholding Tax
- PND 1, 3, 53 PND 90, 91
- Issue Input Tax
- Social security delivery
- Book Hotels and Flight ticket
- Issue payment transaction in Internet Banking
- Contact Bank and Government Section

2008-2009 Nattapong Farm Co., Ltd. 194 Moo 7 T.Nongbua A.Maung nongbua lamphu, Nongbua Lamphu 39000

Position Accountant, Internal Audit

Responsibility - Create an account chart
- Count and calculation the Asset

- Calculation Depreciation with the program

2007-2008 Vandapac Co., Ltd. 700/135 Moo 5 T.Klongtumru A.Maungchonburi, Chonburi 20000

Position Financial

Responsibility - Reconcile bank deposits

- Issue Withholding Tax
- Issue Cheque for Account Payable
- Record Payable Voucher
- PND 1

Specialized skills :

- **Computer Skills :**

  Able to operate Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Internet

- **Typing Skills :**

  Able to typing Thai 40 word per minuets and English 45 word per minuets

- **Language Skills :**

  English : Listening – Good, Speaking – Good, Reading – Good and Writing – Fair

- **Equipment Machine :**

  Copy Machine , Fax , Typing Machine , Scanner Machine & Etc.

- **Driver Skills :**

  Car – good – have driving licence , Motorbike – good – have driving licence

Reference Khun Prapatsorn Yodphumee 080 – 6376494

HR in Styromatic (Thailand) Co., Ltd

