



# SIRIRUETHAI NANAWAN

I am a recent graduate with a strong interest in communication, strategic planning, and event management. I am seeking to begin my professional journey as an Account Executive in the MICE and event industry. I am highly motivated, quick to adapt, and committed to continuous learning. With effective coordination and communication skills, and a keen attention to detail, I am confident in my ability to support teams and meet client expectations professionally and efficiently.

## PERSONAL INFORMATION

**Name :** Siriruethai Nanawan (Mild)

**Age :** 22 year

**Date of Birth :** 1 August 2002



### Address

101 Village No.5, Sri Song Rak  
Subdistrict, Mueang District,  
Loei, 42100



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Line ID : mm\_10845

## EDUCATION

### • HIGH SCHOOL

#### Loeipittayakom School

Science - Math Program

(2015 - 2021)

GPA : 3.42

### • UNIVERSITY

#### Khon Kaen University

Faculty of Business Administration  
and Accounting in Tourism Industry  
Management

(2021 - 2025)

GPA : 3.33

## SKILLS

- Leadership Skills
- Emotion Control Skill
- Interpersonal Skills : Communication, Teamwork
- Decision Making And Problem Solving
- Creative Skills : Canva, Capcut, ChatGPT
- Proficient in Microsoft Word and PowerPoint
- Basic in Microsoft Excel
- Proficient in Google Docs, Google Slides, and Google Sheets

## LANGUAGE

- THAI : Native
- English : Intermediate
- Korean : Basic

## WORK EXPERIENCE

### 2025

- **Assistant Account Executive** on behalf of **Pico (Thailand) Public Company Limited** for the Mazda booth project at the Motor Show 2025

**Responsibilities:** Coordinate with furniture vendors, restaurants, and manage the delivery and setup within the booth. Oversee food and beverage services for clients, liaise with graphic design teams, check stock, prepared daily reports, and summary final report.

### 2024 - 2025

#### Account Executive Trainee

#### At Pico (Thailand) Public Company Limited

November 2024 – March 2025 (4 months)

- **Contacted and followed up with prospective clients** for exhibition booth opportunities.
- **Attended internal and client meetings** to receive briefs, prepared meeting summaries and sales briefs.
- **Coordinated with suppliers** for quotes and information, including venues, catering, hotels, furniture, MCs, and DJs.
- **Assisted in preparing client presentations** for project pitching and handovers.
- **Managed administrative documentation** including vendor registration and payment processing.
- **Supported on-site operations** during event setup and show day

For example :

- Booth Staff for Mazda at Motor Expo 2024 at IMPACT Challenger, Muang Thong Thani
- Booth Staff for Thai Airways at TITF 2025 at Queen Sirikit National Convention Center
- Bilingual (TH-ENG) Staff for Harley-Davidson at HOG Leadership Meeting 2025, Marriott Hotel The Surawongse
- Bilingual (TH-ENG) Staff for Harley-Davidson at SRT Training Academy Coach 2025, Smiths Motor

### 2024

- **Worked in tourism route planning and coordination :** During the tour guide training in Tourist Guide course
- **Participated in Yuwapat Rakthin Government Savings Bank Project :** Contributed to the development of the Dong Design Community Enterprise in Ban Dong, Ubonrat District, Khon Kaen.
- Joined the **Young MICE Professional MC Certified 2024**

### 2023

- **Khon Kaen Jazz Festival 2023 :** Student team in organizing the event and head of Food and Beverage Department in **MICE course**
- MC in KKBS OPEN HOUSE 2023