



Sirikarn

Objective

Detail-oriented and proactive Administrative Officer with over 4 years of experience in coordination, scheduling, document preparation, and internal communication. Seeking to leverage strong organizational skills and bilingual abilities to support smooth administrative operations in a dynamic organization.

Education

2015-2018

SILPAKORN UNIVERSITY

Bachelor of ARTS (B.A.)

- Faculty of ARTS

Major: Asian Studies

Minor: Korean

GPA: 3.41 (2ND CLASS HONOURS)

Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace
- Report and document preparation
- Internal and external coordination
- Billing and basic financial tasks

Sirikarn Junphak

Coordinator

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Bangkhuae, Bangkok, Thailand 10160

Work Experience

2019 - Present The Leaders SE Coordinator

- 1.Coordinated between internal departments and international teams.
- 2.Managed schedules and arranged appointments and meetings for executives.
- 3.Responsible for preparing documents and making reports.
- 4.Assist in preparing financial and accounting documents such as quotations and payment-related paperwork to support smooth financial operations.
- 5.Provided support to ensure smooth team operations and timely project delivery.
- 6.Coordinated travel arrangements for the team, including flight bookings, hotel reservations, and ground transportation.
- 7.Support other company activities or ad hoc assignments as required.

2018 LOHAS RESIDENCE Receptionist - Internship

- 1.Welcome guests in person and on the phone; answer & direct inquiries to the designated department.
- 2.Maintained log books, including sign-in/out logs, front desk expenditures, and calls received. Answered high-volume phone calls, booked appointments, and greeted clients
- 3.Offered clients welcome drinks, prepared them for services