**TANET TANTISATIT**

111 Soi Charoen Nakorn 10, Charoen Nakorn Road

Klongtonsai, Klongsarn, Bangkok 10600 Thailand

Mobile: 081-9034911 E-mail Address: chancellorcee@gmail.com

**EDUCATION** :

2009-2013 Faculty of Liberal Arts

Siam University

Major: English Business Communication

Minor: Chinese

GPA: 3.17/4

2006-2009 Vocational Certificate

 Assumption Commercial College, Bangkok

 Major: Computer

Skills

Competent in writing, and reading English

Knowledge of computer skills (Microsoft Office Word, Power Point, Excel and Internet skill)

**EXPERIENCE** :

November 2012

– February 2013 **International Affair Division,** Office of the Permanent Secretary for the Bangkok Metropolitan Administration Bangkok Metropolitan Administration 1 173 Dinso Road, Phra Nakorn, Bangkok 10200 **Internship student as Foreign Relations Officer Assistant
Job responsibility :** Provide help for document translation and other job.

April 2013 – Present **Order Management Department**, Bangkok Kraft Production Co, Ltd. 19 Soi Charoen Nakorn 14, Charoen Nakorn Road, Klongtonsai, Klongsan, Bangkok 10600
**Admin Staff
Job responsibility :** Provide tracking number and have co-operate with Repair Department for Jewelry Consumer Repair Section.

**PERSONAL DATA**  : Age 23 (Date of birth: 7 March 1991)

 Male

 Single

 Thai National

 Excellent Health

 Military status : Exempted

**REFERENCES** : Available upon request