



SAROCHA RATTANA

CONTACT

- +6691 8791094
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- Bangkok, Thailand

SKILLS

English skill (TOEIC Score 700)

90%

Team Player

100%

Microsoft Office skill

100%

EDOC skill

100%

EDUCATION

2014 : High School , GED Testing

- The American Council on Education(ACE), in Washington,DC. (U.S.)- High School Certification in Passing the General Educational Development Testing

2019 : Bachelor Degree , Assumption University

- Business of Bachelor Administration (BBA), Hospitality and Business Management

EXTRA-CURRICULAR ACTIVITIES

2017 -2018 : Assumption University, Thailand

- President of Student Committee of BBA
- Director project of Training and Forming Camp of student committee 2017
- Director of Selection Camp 2017

EXPERIENCE

2017 : Swissotel le concord | Marketing Department

- Support the marketing team and do administrative support for various projects.

2019 : The St. Regis Bangkok, Thailand | Event coordinator Department

- plans and coordinates events.
- Maintain event budgets.
- Identify the client's requirements and expectations for each event.

2020 : The Fullerton, Singapore

| Junior staff, Marketing & Event Department

- Maintain the inventory of items
- Assist with team presentations, including Power Point, and other presentation software
- Assist team with the production of routine emails, scheduling, . Ensure all demos and meetings are scheduled and covered by sales team.

2021 : National Housing Authority , Thailand | Administrative

- designed the Presentation and Info-graphic for the meeting
- Proficiency to use EDOC tools program

2022 : Freelancer