Ittipol Chaiyasit

Admin Officer

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Summary

Administrative officer at a mid-sized construction company, supporting site and head-office teams with documents, purchasing paperwork and schedules. I am organised and careful with details, and colleagues know they can find any file or form through me. I am looking for a role with more responsibility in operations.

Experience

Admin Officer Saengkhum Construction Co., Ltd. May 2019 – Present

- Prepare purchase requests, delivery records and supplier invoices for 6 active building sites, and chase missing signatures so accounts can close on time every month.
- Keep contract files, building permits and insurance documents up to date for the head office, and remind managers at least a month before anything expires.
- Arrange meetings, site visits and car bookings for the managing director and the site engineers, and take minutes at the weekly site meeting.
- Support a site administration team of 12 with monthly attendance and overtime reports in Excel for the payroll team.

Education

B.B.A. General Management, Sripatum University, 2018

Treasurer of the student volunteer club; kept its accounts and receipts.

Skills

Microsoft Excel (pivot tables, lookups) · Microsoft Word · document control and filing · purchasing paperwork · meeting minutes · Thai typing at 45 words per minute

Languages

Thai (native)

Work arrangement

Can work at the Bangkok office.

Generated for the DTX AI Buildathon. Not a real person.