



ACHARAPORN KLONGKLAEW

Quality Assurance

Birth : October 10 1989

OBJECTIVE

Assists the department head in carrying out Internal Audit team to communicate the findings and recommendations. Support to the Evaluate internal control and make suggestion on how to improve. Maintain ISO standard for all the process of company. Monitor HSE in the workplace, documents and identify the hazards and unsafe conditions or situations. Join in training team for promote and improved safety knowledge in company. Protect the property and keeps the personal safe. Able to solve a problem and will analyze them quickly to determine the best course of action in time.

CONTACT

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SKILLS

	MS office
	ISO 9001
	ISO 14001
	ISO 45001

Toeic score 605

EDUCATION

Sukhothai Thammathirat Open University

2021 - Present

Science and Health: Occupational health and safety.

Thammasat University

2008 – 2014 (GPA 2.11)

Science and Technology : Rural Technology

WORK EXPERIENCE

CTCI Thailand : Engineering Department Secretary

April 2020–Present

- Arranged and attend the board meeting by weekly, monthly and take the note provide to attendee. Updated ESG moment, Manpower plan, Action plan, Monthly report, Man-hour summary collect and provide to Manager.
- Keep the department control logs as all the document related by HQ standard procedure, reports, e-files, training and competency, risk management, internal satisfaction survey, improved and follow up for previous NC&OFI all are used in audits as well.
- Maintain the yearly budget plan and order supplies, schedule office equipment.
- Reserved and booking the air ticket for oversea staff. Help to collect the work permit and visa document.
- Reimburse and claim for department cost, project invoice payment and miscellaneous.
- Coordinate and be a contact window of Safety workplace, member of 5s team and Safety committee company to help QHSE team to monitor, identify and monthly patrol.

TEAM Construction and Management : Project Secretary

October 2019–March 2020

- Received the document for approval from main contractor. Record in server system. Provide to owner to submit.
- Keep the construction test result as e-files and hard copy.
- Created agenda and set meeting for at site by weekly. Collect the MOM report provide to attendee.
- Summarize overtime and allowance for staff who work at site by monthly and send the data to HO.

TTS Engineering 2004 : Site Engineer

December 2016–May 2019

- Take the QTO for architecture work as laminate floor, door and interior frame work, tile and granite.
- Plan the schedule for shipping the material to site. Control supplier and estimate payment of job.