

NOPPANUT ONLITH

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SKILLS PROFILE

- work experiences in diverse retail sales and customer service environments, including manufacturing, purchasing, administrative
- Maintain excellent customer service skills
- Self-education, self-motivation, and fast learning.
- Hardworking, energetic, and dependable; recognized for taking on additional responsibilities.
- Excellent problem solver
- Excellent computer skills
- Love Fashion, technologies and staying current with trends.

EXPERIENCE

SDDS Company Limited

NOV 2023 - Present

Project Manager

- Client Coordination and Communication
 - Coordinate and communicate with clients from various brands, including luxury and other market segments, to ensure smooth operations and meet client expectations.
 - Oversee and coordinate all activities for events and exhibitions, including planning, organizing, implementing, controlling, and assessing operations with subcontractors and vendors.
- Material Sourcing and Approval
 - Researching, sourcing, and comparing materials to find the best options.
 - Submitting materials for brand approval before proceeding with production.
- Production Oversight and Quality Assurance
 - Monitoring the production process to ensure adherence to approved designs.
 - Ensuring that all structures are visually appealing and meet design specifications.
 - Experienced in production and technical management for corporate events and pop-up productions.
- Budget management
 - Ensure that all spending is cost-effective and in line with the company budget.

SDDS Company Limited

SEP 2022 - Present

Assistant Project Manager and Project Coordinator

- Oversee and coordinate all activities for events and exhibitions at the facility, such as planning, organizing, implementing, controlling, and assessing all operations with subcontractors and vendors.
- Experienced production and technical management for corporate events and pop-up productions.
- Supporting with the opening of a new pop-up store and events.

Bangkok Agent**FEB2022 - JUL 2022****Administrator**

- Document and Data Management
 - Oversee and manage documents and various data within the organization.
 - Support other teams by handling documents, coordinating appointments, and managing relevant information.
 - Internal Coordination
 - Facilitate communication and coordination between departments to ensure smooth operations.
 - Support internal workflows to enhance efficiency.
 - Operational Systems and Office Equipment Management
 - Manage IT systems and office equipment to ensure functionality.
 - Prevent potential issues that may arise during work, enabling seamless team collaboration.
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SKILL**Computer Skills**

- - PC and Mac
- - Lightroom
- - Microsoft Office
- - Adobe
 - Photoshop CS5
 - Lightroom
 - AI
 - Acrobat DC

EDUCATION**Bachelor of Science**

- 2017 - 2021
 - Department of Genetics | Kasetsart University

Middle school / High School

- 2011 - 2017
 - Mathematics-Science - Rittiyawannalai School

LANGUAGE

- THAI
- ENGLISH