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## Mrs. Porndhirat Dhitipongworakul (นางพรธีรัตน์ ธิติพงษ์วรกุล)

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### PERSONAL DATA

**Nationality** : Thai  
**Height** : 158.0 Cm.  
**Weight** : 55.0 Kg.  
**Birth Date** : Oct 1, 1957  
**Own car** : Yes



### TARGET JOB

**Job type:** Full Time  
**Job Field:** (Ranked in order)  
1. Finance: Finance Manager  
2. Accounting: Accounting Executive  
3. Management Executive: Admin/Management Executive  
**Industry:** (Ranked in order)  
1. All  
**Expected Salary:** Negotiable  
**Location**  
1. Bangkok  
**Available to start a new job:** Immediately

### EDUCATION

**Bachelor's Degree in Business Administration, Major Accounting**  
Jun 1973 - Jul 1979, Ramkhamhaeng University, Thailand, GPA.2.5/7

**Secondary School**  
Sriayudhya School

### WORK EXPERIENCE

**Total work experience: 23 years 6 months, 6 companies**

#### Dec 2003 - May 2009( 5 years 6 months )

G Steel Public Company Limited, Bangkok , Thailand

**Company's Industry:** Steel Industry Manufacture

**Company Business:** Hot Roll Coils Manufacturer

**Number of Employee:** 500-1000 employees

**Latest Position:** Head of Division-

Accounting/Assistant Vice President

**Equivalent Market Position :** Accounting: Accounting Executive

**Subordinate:** 15

**Job Type :**Full Time

**Latest Salary :** ---,--- THB per month

**Start Position:** Sr.Fianace Manager

**Equivalent Market Position :** Finance: Finance Manager

**Start Salary:** --,--- THB per month

**Responsibilities:** To control & manage all transactions/activities of Finance & Accounting are authorized, approved, correctly recorded, accuracy process & follow Company procedure & policy.to supervise, train, evaluate & improve manpower & resources of Finance & Accounting Team to produce good quality & productive performance under company quality policy. Provide support & co-ordinate to other groups & Divisions or serve their needs under proper internal control. To manage company cash flow to minimize interest expenses & bank charge by effective planning & forecasting. Provide Financial analysis report to Board of Director Committee.

**Achievement:** Strong Finance & Accounting Team work.

#### Jun 2002 - Nov 2003( 1 year 6 months )

Plan Creation Co.,Ltd. Bangkok , Thailand

**Company's Industry:** Toy

**Company Business:** Export

**Number of Employee:** 500-1000 employees

**Latest Position:** Treasury Service Manager

**Equivalent Market Position :** Finance: Finance Manager

**Subordinate:** 5

**Job Type :**Full Time

**Latest Salary :** --,--- THB per month

**Start Position:** Treasury Service Manager

**Equivalent Market Position :** Finance: Finance Manager

**Start Salary:** --,--- THB per month

## TRAINING

### 1. NIDA Senior Executive Program, NIDA

Feb 9, 2008 - Mar 8, 2008

### 2. พัฒนาผู้บริหาร / Mini MBA, Chulalongkorn University

Apr 19, 1997 - Jun 15, 1997

### 3. Internal Quality Auditing, Neville -Clarke

Jun 27, 1994 - Jun 28, 1994

### 4. Introduction to Foreign Exchange Risk Ma, IONIC Intertade Resources

Jun 24, 1994 - Jun 26, 1994

### 5. Understanding & Documenting a QMS to ISO, Neville-Clarke

Aug 26, 1993 - Aug 27, 1993

## SKILLS & LANGUAGES

### Language :

|         |            |              |
|---------|------------|--------------|
| English | Reading:   | Intermediate |
|         | Listening: | Intermediate |
|         | Writing:   | Intermediate |
|         | Speaking:  | Intermediate |

### Computer:

Internet Intermediate

Ms Word Intermediate

Ms Outlook Intermediate

Ms Excel Intermediate

## REFERENCES

### Mr.Pongsapon Klinsong (Previous Boss)

Business Development Director, AQUA Nishihara Corporation Limited  
Tel.081-3096325

### Chaimongkol Boonchanaphan(Previous Boss)

Vice President- Finance, G Steel Public Company limited  
Tel.081-8686611

**Responsibilities:** To manage company cash flow to minimize interest expenses & bank charge by effective planning & forecasting. To ensure that internal control of Company Assets, Financial transactions are Authorized, approved, correctly recorded, accuracy process & follow Company Procedure & Policy. To supervise, train, evaluate & improve manpower & resources of Finance & Accounting Group to produce good quality & productive performance under Company Quality Policy.

**Achievement:** Strong Team work.

**Reason for Leaving:** Get a new job.

### Jul 2001 - May 2002( 11 months )

### Asia Metal Public Company Limited, Bangkok , Thailand

**Company's Industry:** Steel Manufacturer

**Company Business:** Steel product Manufacturer.

**Number of Employee:** 150-300 employees

**Latest Position:** Finance & Accounting Manager

**Equivalent Market Position :** Accounting: Accounting Manager

**Subordinate:** 8

**Job Type :** Full Time

**Latest Salary :** --,--- THB per month

**Start Position:** Finance & Accounting Manager

**Equivalent Market Position :** Accounting: Accounting Manager

**Start Salary:** --,--- THB per month

**Responsibilities:** To ensure that all Financial Report are completed in time, correctly recorded and fully supported. Co-ordinate with external auditor with fully support. To manage Company cash flow to minimize interest & bank charge bt effective planning & forecasting. To supervise, train, evaluate & improve manpower & resources of Finance & Accounting Team to produce good quality & productive performance under Company Quality Policy.

**Achievement:** Find out of Salesmen corruption.

**Reason for Leaving:** Get a new job.

### Jun 2000 - Jul 2001( 1 year 2 months )

### National Fertilizer Public Company Limited, Bangkok , Thailand

**Company's Industry:** Fertilizer Manufacturer

**Company Business:** Chemical Fertilizer Manufacturer.

**Number of Employee:** 1000 up employees

**Latest Position:** Warehouse Administration Division manager.

**Equivalent Market Position :** Budgeting Control: Budgeting Manager

**Subordinate:** 7

**Job Type :** Full Time

**Latest Salary :** --,--- THB per month

**Start Position:** Assistant Internal Audit Manager

**Equivalent Market Position :** Internal Auditor: Internal Auditor

**Start Salary:** --,--- THB per month

**Responsibilities:** To ensure that warehouse's budget are authorized, approved, accuracy process & follow Company procedure. To compare & Analyzed difference figures among budget & actual expenses. To analyzed the effect problem of warehouse system

to improve warehouse procedure. To evaluate & improve manpower & resources of warehouse team to produce good quality & productive performance under company policy.

**Achievement:** Create & improve Warehouse's Budget & control procedure.

**Reason for Leaving:** Retirement Policy.

**Feb 1991 - Jul 1997( 6 years 6 months )**

**ABB T & D (Switchgear Business) LTD., Bangkok, Thailand**

**Company's Industry:** Electronic

**Company Business:** Electric Energy Worldwide Leadership Manufacture.

**Number of Employee:** 500-1000 employees

**Latest Position:** Finance Department Manager

**Equivalent Market Position :** Finance: Finance Manager

**Subordinate:** 5

**Job Type :**Full Time

**Latest Salary :** --,--- THB per month

**Start Position:** Finance Department Manager

**Equivalent Market Position :** Finance: Finance Manager

**Start Salary:** --,--- THB per month

**Responsibilities:** To ensure that all monetary transactions are handled properly regarding to documentation support under local regulation & internal control. To manage company cash flow to minimize interest & bank charge by effective planning & forecasting. To ensure that customers' credit limit are authorized, accuracy process & approved under Company procedure. To ensure high efficiency collection of A/R will be minimizing overdue A/R & no bad debt. To prepare & analyze report regarding to company & local requirement i.e. Monthly Forecasting Report, Foreign Currency Exposure Report, A/R Analysis, Bank Guaranty Outstanding Report, etc. To ensure that mileage report is properly verified and timely paid under company instruction & local requirement. To ensure that customers' order booking and invoicing are properly processed under company instruction. To ensure that good internal control is in place regarding to money collection. To supervise, train, improve & evaluate manpower of Finance team.

**Achievement:** Get Head Office's performance Reward by strictly financial control under Head Office's Policy.

**Reason for Leaving:** Retirement Policy.

**Jan 1984 - Nov 1991( 7 years 11 months )**

**Thai Daiho Co.,Ltd. Bangkok , Thailand**

**Company's Industry:** Construction/Furnishings

**Company Business:** Construction Business

**Number of Employee:** 300-500 employees

**Latest Position:** Accounting & Finance Section Manager

**Equivalent Market Position :** Accounting: Accounting Manager

**Subordinate:** 5

**Job Type :**Full Time

**Latest Salary :** --,--- THB per month

**Start Position:** Accounting & Finance Manager

**Equivalent Market Position :** Accounting: Accounting Manager

**Start Salary:** --,--- THB per month

**Responsibilities:** Same as Asia Metal Public Company Limited Responsible included of providing of Financial report to Head Office in Japan for consolidation.

**Achievement:** Start to be Assistance Managing Director from Company establishment.

**Reason for Leaving:** Retirement Policy.

## **STRENGTH**

(RANKED IN ORDER)

### **1. Good leadership skills**

For more than 20 years I have taken care of Finance & Accounting Team which I have learned to coordinate projects within the office, delegating responsibilities among my staff members, and have also learned how to listen to my teams' suggestions and requests and keep them happy and satisfied in the workplace. In all of my efforts I believe I have been successful. And I can handle all critical occurrence by my strong teamwork and the high quality work they produce.

### **2. Responsible**

Throughout my career I have always made it a priority to fulfill my responsibilities to my company and complete all assignments on time.

### **3. Hard-working / Diligent**

I believe that diligence and hard work is the key to success. I work hard even if the work may seem unpleasant, because in the end I know the rewards will be wonderful. Working hard helps me improve myself and builds my character. I am proud of having opportunities to work on a number of unusual projects because of my hard-working ability.

### **4. Service-minded**

In my job I often have to serve and contact a large number of customers, most of whom have widely different personalities and demands. Dealing with each customer can occasionally be difficult, but I always remind myself that I am that customer's main link to my company and that it is my responsibility to see that their needs are met. By staying service-minded, I am able to maintain good relationships with most of my customers, as well as a high sales record for my company

### **5. Honest / Having Integrity**

I am honest because honesty makes me work happily. When there is nothing to hide everything just seems to go smoother.

## **APTITUDE**

### **Music:**

Listening:Country, Classical

**Sports:** Swimming Intermediate

### **Other Hobbies:**

Traveling Domestic, Two or three times a year

Reading Cookery, Health, News

### **Ranked Favorites Interests/Hobbies**

(Maximum Top 5)

1. Reading 2. Country 3. Traveling 4. Classical 5. Swimming

