



CURRICULUM VITAE

PATCHAREERAT PHALAKUNWIJIT

I am persistent and responsible in completing assigned tasks. My ability to handle high-pressure work and remain organized and well-mannered makes me an asset to any team. I pride myself on my professionalism and efficiency, and am confident in my ability to contribute significantly to any project or organization

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Liabkhlongpasicharoen North Rd. Nongkham,
Nongkham, Bangkok, Thailand 10160

PERSONAL INFORMATION

Date of birth: 15/05/1984 Weight: 50 kilograms
Nationality: Thai Height: 167 centimeters
Gender: Female
Religion: Buddhism

EDUCATION

2012

Master's degree

**Faculty of Business Administration,
majoring in Finance and Banking**
Ramkhamhaeng University, GPA: 3.38

2003

Bachelor's degree

**Faculty of Business Administration, majoring in
Business Computer**
Rbac University (Ratanabandit) GPA: 2.75

SKILL

- MS Office (Word, Excel ,Powerpoint)
- SSB , ESS ,SAP
- English Language : Basic Level
- Korea Language : Basic Level
- Able to drive a car
- Able to drive a motorcycle

TRAINING HISTORY

- BLS training for emergency life support
- Servicemind customer service training
- IQ-EQ training
- Fire emergency training
- Community emergency life support training"

INTERESTS/HOBBIES

- Cooking
- Making Thai desserts

CAREER HIGHLIGHTS

2022 - 2012

Siriraj Hospital

Position: Financial Officer for Outpatient Patients (Incharge)

Job Description:

- Collect expenses and calculate expenses for each patient
- Receive payment for treatment of self-pay patients, contracted company billing privileges, insurance company billing privileges
- Notify the amount of medical expenses in order to deduct the expenses, deposit (DEPOSIT)
- Provide recommendations and answer questions, and provide information about medical expenses to service recipients
- Check the revenue between taking care of and assisting the Level 1 cashier who is unable to solve specific problems or remember tasks and duties, and checking the revenue between days and before closing the daily total. This includes checking their own revenue while working at the machine and before closing the summary of the daily total.
- Coordinate with both external and internal hospital customers.

2007-2010

King Power International (Head Office at Rangnam)

Position: Trade Finance

Job Description:

- Prepare a budget for the annual expenses of equipment and consumables, coordinate with banks, prepare rates and daily changes for Forward Contract documents, use money contracts / open LC (Letter of credit) / Trust Receipt (TR) and prepare a summary report of interest and commission payment transfers on a weekly and monthly basis, prepare reports of payments that are DUE and PAID before the deadline, and prepare a report summarizing the transaction amount.

2022 - 2025

Position: Cashier Incharge

Job Description:

- Collect various incomes by accepting medical expenses in cash/credit card/transfer/deposit. Prepare daily income summary report, Check and deposit daily cash (income) into the company account. Categorized as cash, credit card, discount, promotion. Refund for medical expenses/in case of drug allergy or other cases. Prepare petty cash for the cashier. Prepare a monthly income summary report, categorized as cash, credit cards, discounts, promotions, deposits, etc. - Prepare a monthly report summarizing the problems of various work sites of the CASHIER to discuss solutions at the monthly meeting with the executives.