



BENJAPORN THIMA

PERSONAL INFORMATION

Address: : 10th fl, Sri Savarindira Building, Faculty of Medicine, Siriraj Hospital Mahidol University 2 Prannok Road, Bangkok 10700, Thailand

Mobile Phone: 02-4195510

Email: Benjapthima@gmail.com

PROFESSIONAL EXPERIENCE

November 2024 – Present

General Administration Officer – Siriraj Center of Research Excellence for Metabolomics and Systems Biology (SiCORE-MSB)

October 2020– October 2024

Partner Relation Officer Senior –BeNeat Company

- Coordinated the back-office system of the application and develop training courses.
- Trained new maids according to the BeNeat cleaning staff course. Cleaning staff be able to work efficiently according to the standards set by the company.
- Followed up on training results Encourage new cleaning staff to get jobs. Give advice to new cleaning staff to build good relationships and make new cleaning staff work more efficiently.
- Distributed equipment of company's affiliated brands.
- Responsible for inventory document management.
- Maintained orderliness within the branch In terms of locations, employees, warehouses, and others as assigned.

September 2018– September 2020

Receptionist–Vera Nidhra Bed and Breakfast Hotel

- Responsible for receiving guests including all check-in/out processes.
- Directed visitors by a maintaining employee and department directories.
- Processed quest check-in and outs. Preparing bills and taking payment.
- Managed hotel's website as administrator.
- Responsible for all aspects of customer service and managing allocation of hotel rooms.

January 2016–August 2018

Gallery Assistant, 1PROJECTS Gallery, Bangkok

EDUCATION

August 2014 – May 2018

Faculty of Humanities and Social Sciences Bachelor of Arts Programs in English,

Chandrakasem Rajaphat University

GPA: 3.75

CERTIFICATES

- **May 2018** Internship at Suvarnabhumi Airport, Airports of Thailand plc (AOT)
- **November 2017** Seminar in Information Technology (IT),Chandrakasem Rajaphat University.
- **March 2016** Winner 2nd place, Writing Competition,Chandrakasem Rajaphat University.
- **January 2015** Participant ISAN Art Tour, Art Stage art fair, Singapore

REFERENCE

References available upon request