

Personal Info

1 (808) 620 0181

suphalak.chantong@gmail.com

Skills

Ability to work independently and manage time effectively

Good communication skills for working with team members and supervisors

Proficiency in relevant computer programs such as Microsoft Excel or Google Sheets

Experience with data visualization and reporting

Strong analytical and problem-solving skills

Familiarity with data privacy and security protocols

Languages

Thai

English

Suphalak Chantong

Data Entry Specialist



Summary

Detail-oriented Data Entry Specialist with 4+ years of experience in fast-paced environments. Skilled in typing, data verification, and database management. Proven track record of accuracy and efficiency.



Work Experience

Project Management Platform Developer, Doldo, Bangkok

2022 - Present

- Led cross-functional teams to deliver complex projects on time and within budget
- Collaborated with team members to develop and implement solutions
- Conducted post-project evaluations to identify areas for improvement

Operations Coordinator, PSK, Bangkok

2018 - 2022

- Coordinated logistics and inventory management to ensure the timely delivery of products
- Developed and maintained relationships with suppliers and vendors
- Monitored and analyzed sales data to identify trends and opportunities for growth

Communication Officer, Royal Thai Air Force, Bangkok

2012 - 2018

- Provided exceptional IT service and support to internal clients
- Developed and implemented IT policies and procedures to improve efficiency and security
- Trained and mentored new IT staff members



Courses

Preparing to Get a Job in Data Analytics, LinkedIn Learning

Become a Data Analyst, LinkedIn Learning

Become a Business Intelligence Specialist, LinkedIn Learning

Google Project Management: Professional Certificate, Google