

SIRIKAN PRATUMKAN

Tel : 065-394-2629, E-mail : nongpuean@gmail.com

Birthday : 18 April 1990 Age : 32 Year



WORK EXPERIENCES

Dec 2020 – Feb 2022

HRD General

PRASIT PATANA PUBLIC COMPANY LIMITED, Bangkok, Thailand

- Organize training courses for both in-plan and un-planned courses for the whole network Phyathai Hospital - Paolo Hospital (11 hospitals). The course employee orientation, Fire evacuation courses, Soft Skill and courses in each line of work
- Coordinate HR Site of each hospital, the list of trainees, training venue, cost of meals, breaks and lunches including clearing expenses after training is completed
- Summary of training information in each course and every model that is organized
- Record the history of the participants in the People Soft system
- Responsible training program: Leadership Development Program (High Potential Pool) and Advanced Management Program (Executive Management)

Jan 2013 – Nov 2019

HR Officer

PTT Public Company Limited, Bangkok, Thailand

- Liaising with managers and interviewing employees to identify and assess training and development needs
- Designing, organizing training programs to meet needs of employees and assessing learning outcomes
- Producing online announcements for internal communication
- Organized training with high customer satisfaction
- Developed planning, co-ordinating, and communication skills
- Responsible training program: Leadership Development Program (High Potential Pool), Advanced Management Program (Executive Management)

PR Officer

PTT Public Company Limited, Bangkok, Thailand

- Writing and producing presentations and press releases for internal communication
- Welcoming guests and being the center of coordination between internal and external organization
- Providing employees with information every morning through WavePad.
- Responsible for meeting room management

RELATED EXPERIENCES

June 2011 – Aug 2011

HR Intern

Business Services Alliance Co., Ltd., Bangkok, Thailand

- Recruit: Fulfilling the business through pre-screening, interviewing candidates and hiring employees
- Analyzing Data in term of Employee Benefits

TRAINING AND CERTIFICATES

2012	Negotiation Course The Office of Peace and Governance, King Prajadhipok's Institute
2011	Office Equipment Practice Faculty of Management Science, Silpakorn University
2011	Transforming Conflicts Research Center for Peace Building, Mahidol University.

EDUCATION

2015 – 2017	Master's degree : Graduate School of Public Administration National Institute Master of Public and Private Management Program (MPPM), GPA: 3.22 The National Institute of Development Administration, Bangkok, Thailand
2008 – 2012	Bachelor's degree : Faculty of Management Science Public Administration, GPA: 2.90 Silpakorn University, Bangkok, Thailand

PERSONALITY AND SKILLS

Personality:	Responsible, Assertive, Adaptable,
Computer Skills:	MS: Word, PowerPoint, Excel, Publisher; WavePad
Language Skills:	English (Proficiency: good) Thai (Native)
Other Skills:	Driving

