



WICHAYA JITTAVEEBOON

PERSONAL PROFILE

My name is Mew. I like simple thing but have a pattern. Start of something new is a chance to growth. All my intention are on my work

WORK EXPERIENCE

Qualitech Public Company Limited

Human Resource Officer - Training (June, 2019 - Present)

- Manage and organize In-house and Public Training
- Report training result to Department of Skill Development
- Update training record of employee
- Prepare training survey and summary survey result
- Make an annual training yearly plan and training costs with head
- Issue certificates to employees and clients
- Support payroll team to check time sheet
- Support recruit team to provide job applicants documents

Krungthai Card Public Limited

Litigation Admin L&E (May, 2017 - March, 2019)

- Update and maintain client information
- Collaborated with other team in Litigation Department
- Prepare client's document to Chief President and Manager
- Support Litigation event outing
- Support other assignment

EDUCATIONAL HISTORY

Srinakharinwirot University

International Relations (2015 - 2018)

- Head of location department for Political Science event
- Organizer for all activities of Department

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SKILLS SUMMARY

- Powerpoint
- Excel
- Word