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CHADATORN WIRIYAPRASERTKUL

SKILLS AND KNOWLEDGE

Application Software

- Microsoft Office : Word, Excel, Powerpoint
- G Suite : Google Docs, Google Sheet, Google Slide, Google Form, Google Site, Data Studio
- Axapta, Oracle : eProcurement
- Intra-mart : Workflow Management

Communication Skill

- Coordinate with other department, other company and vendor

Project Management Skill

- Design Project timeline
- Plan task and budget
- Minutes of meeting

Document Management Skill

- Create, Control and Collect

Inventory Management Skill

- Control stock in-out, Store equipment, Disposal equipment

EXPERIENCE

Thai AirAsia Co., Ltd., Bangkok – IT Service Support and Project Coordinator

November 2013 – PRESENT

- Solve basic IT problems
- Training new staff about basic IT System
- Implement and design IT Inventory System
- Utilization and creation of spreadsheets
- Manage and control stock in-out equipment, Store equipment, Disposal equipment
- Implement and design IT Request Purchasing System
- Coordinate with implement team on Project Axapta in 2013-2019
- Coordinate with implement team on Project Oracle since 2019

- Coordinate with vendor about Goods Receipt Note / Services Receipt Note on Oracle
- Coordinate with other department and other company about project and document
- Develop, Maintain, Manage documentation e.g. memo, letter, delivery note, invoice, purchase requisition form, purchase order
- Create workflow for internal form
- Analyze and summary data for monthly report and data dashboard
- Plan and Analyze budget, tasks and resources.
- Plan project management including project timeline, WBS, tracking.
- Minutes of IT team meeting

EDUCATION

Thammasat University, Pathum Thani – *Bachelor's degree*
(2009–2013)

Management Information System Major with second-class honors (GPA 3.26)

Suranaree Wittaya School, Nakhon Ratchasima – *High School*
(2003–2009)

Mathematics-Science Program (GPA 3.93)

TRAINING COURSE

IT Course

- IT Service Management (ITIL V3 Foundation 2011)
- Project Management Tricks of the Trade

Other Course

- Risk Management to Objective Achievement Training Course by Bureau veritas
- ISO 9001:2015 Internal Auditor Training Course
- Intermediate Excel
- Google Sheet and Data Studio
- PDPA training course