

# MAITAI JIKAKORN

## ไมไท จิการ



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Bangkok, Thailand



Seeking a responsible position in training to gain practical experience and improve my skills in the field of people development.

## WORK EXPERIENCE

**UNITED OVERSEAS BANK (THAILAND) PCL.**

**DEC 2019 - PRESENT**

***TRAINING AND DEVELOPMENT OFFICER (YEARLY CONTRACT)***

- Responsible for 3 training programs which is newcomer orientation program, soft skill and new product/ process launch program.
- Collaborate with internal partner or BU to organize monthly and quarterly training plan for officer - manager levels to meets the learning needs or knowledges required by regulator.
- Organizing and facilitating classroom or online training for groups of 30 to 200 people.
- Generated attendee record and training evaluation reports on Excel for related BU or partner for further information and improvement.

**TOTAL ALINK (THAILAND) CO.,LTD.**

**JUN 2019 - NOV 2019**

***TRAINING OFFICER***

- Facilitated Debt Collection practices training for up to 10 new customer relations officers each month.
- Designed materials and presentation for internal use.
- Collaborated with internal partner to designed Debt Collection Practices ACT and communicating skills training for CRO and call center.

## EDUCATION

**Silpakorn university**

**2015 - 2019**

***Bachelor's degree in arts, major psychology (GPA 3.66/4 First class honors)***

- Awards: Leadership Award "SILP SUIT SEED 6th 2017 - achieving 50+ activity hours per years

## SKILLS

***Technique Skill:*** Microsoft Office (Excel, PowerPoint, Word), G-Suit, Video Editor, Canva Skill, Photoshop Skill, Adobe Dreamweaver, Conference Platform (Ms.Team, WebEx, Zoom)

***Soft Skill:*** Interpersonal Skills, Problem Solving, Teamwork, Creativity

***Interest:*** Facilitator, Strategy & Operations, Analytic, New Technique and Soft skill, Arts