



Yanisa Phusodsee

Executive, Learning & Development

Contact



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wonderpploy

Skills

- Presentation
- Communication
- Creative thinking
- Positive Attitude
- Problem solving
- Data Analysis
- Design (On PPT)
- PHOTOSHOP

Technical Skills

- ▶ MS PPT (Design, Infographic, Presentation)
- ▶ MS Excel (Pivot, VLOOKUP etc.)
- ▶ SAP (for PR & PO process)

Languages

- English

Certificate

- ▶ MS EXCEL ADVANCE (9 Expert)
- ▶ MS Power Point (Cityhubs)
- ▶ Mini Master in HR Management (Chula)

Work experience

2017-Present F&N Dairies (Thailand) Limited.

Employee Relation role

- Prepare and monitor HR activities plan.
- Organize and lead HR activities & HR event (online and offline) e.g., Virtual Townhall, Service Award, Chinese New Year, Outing. (I'm the main MC of all event.)
- Create and Design poster or infographic for communication.
- Collect and analysis activities feedback.

Learning & Development role

- Orientation for new employee.
- Review Internal and External Training Requests.
- Coordinate with the trainer and the hotel.
- Set and Manage a training schedule.
- Post-Training Survey (send out and analysis data).
- Manage Training Budget (Follow up and monitor Training Expense with Finance)
- Verify & Consolidate data to support training report and Audit.

2016-2017 Customer Management at True Coffee

2015 Trainee at Department of Community.

2013 Customer Service part time at Benz Star Dome Event

Education

Khon Kaen University (March 2012 – March 2016) Bachelor's degree
In Public Administration, Faculty of College of Local Administration

Activities in University

- 2013 Freshman Orientation Staff.
- 2013 Head of Student activities.
- 2013 – 2015 Manager Rugby Teams.
- 2013 – 2015 Master of Ceremony (MC of Cola KKU)