BOONYAPORN UBOLWANNEE

PROFILE

Full name	Boonyaporn Ubolwannee
Birthday	14 March 1995
Age	26
Religion	Buddhist

SKILLS

Computer Languages : Java
Active Directory
Database : Sql server ,Navicat for mysql
Report : I-Report
Summary : Ms.Office 2013,2016
Secondary Languages : English intermediate

CONTACT

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EDUCATION

KING MONGKUT'S INSTITUTE OF TECHNOLOGY LADKRABAN
06/2013 -05/2017
Bachelor of Sciences in Computer
GPA: 2.47

EXPERIENCE

ALLIANZ TECHNOLOGY THAILAND (ASSOCIATE PMO)
04/2021 - Now
My responsibilities :
Operation
- Provide support base on BTM to and DM request.
- Create an order agreement, monitor OA eSign status and remind pending signature.
- Daily monitor WF approval status and remind pending approver
- Daily review WF project/request status and maintain WF project brief
- Coordinate CTO Team, Account Team, and Regional PMO APAC
- Share updated project pipeline to Demands Org and status report on Pipeline to roadmap.

ALLIANZ TECHNOLOGY THAILAND (IT ADMINISTRATOR)
06/2020 -03/2021
My responsibilities :
Operation
- Reconcile and validate policy data
- Create product and certificate of insurance
- Investigate, track issue ticket until complete flow and resolve the problem that happens
- Collaborate for both side between IT and Sale Team
- Support Chief Information Officer to prepare the project briefs, submit them to the PPM team, and follow-up the approval process.
- Prepare the order forms for on-top projects and follow-up the signature process
- Update the Project actuals and status
- Create Order forms, Statement of work
- Coordinate PPM Team and Account Team
Project
- Travel insurance system
- Fastnet3
- Workfront

ALLIANZ WORLDWIDE PARTNER (IT ADMINISTRATOR)
11/2018 -05/2020
My responsibilities :
Operation
- Reconcile and validate policy data
- Create product and certificate of insurance
- Investigate,track issue ticket until complete flow and resolve problem that happen
- Collaborate for a both side between IT and Sale Team

Project
- Travel insurance system
- Fastnet3

METRO SYSTEMS CORPORATION (IT HELPDESK)
10/2017 - 10/2018
My responsibilities :
- provide client support and technical issue solutions for onsite support.
- Operate system Office 365 pro plus.
- Identify, correct and advise on operation issues in client computer systems.
- Coordinate with IT and User.