



SARUTIKARN JETSADAAPICHON

LEARNING AND DEVELOPMENT —

EDUCATION

Bachelor Of Public Administration

Silpakorn University, Faculty of Management Sciences

2012 - 2016

GPA : 3.41

SKILLS

Microsoft Office

Canva

SAP System

Public Speaking

INTERESTS

Cooking

Book

Investment

Series/Movie

Business

LANGUAGES

Thai

English

CONTACT



Bangkok, Thailand



(66) 87-5091675



Sarutikarn.j@gmail.com



sarutikarn-jeetsadaapichon

WORK EXPERIENCE

Learning & Development Administration Officer

AP Academy

10/2020 - Present

- Organize/Facilitate an orientation and train new employees
- Facilitate and moderate with Senior Manager train leadership skills class for employees
- Responsible for planning and tracking 3 core courses for new team members/team managers level employees
- responsible for documents submission to the Department of Skill Development
- Assign courses for new employees and track their learning tracks
- Record expense history on the SAP system

Human Resource Development Officer

Human Resource Development

04/2018 - 10/2020

- Responsible for planning and tracking 3 core courses for new team members/team managers level employees
- responsible for documents submission to the Department of Skill Development
- Assign courses for new employees and track their learning tracks
- Record expense history on the SAP system

General Administration Officer (1 Year Contract)

Ministry of Higher Education, Science, Research and Innovation

06/2017 - 04/2018

- Visited Subsidiary units to inspect working process and recheck expenses of subsidiary units
- Prepared a meeting for following working progress of subsidiary units
- Wrote Annual Reports of inspection
- Visualized progress inspection of each unit for publishing on the Ministry website