



MINHTIDA JIRANANDA

SKILL

- Reporting & Analysis
- Strategic Planning
- Project Management Office (PMO)
- Computer Skills
 - Microsoft programs e.g. Word, PowerPoint, Excel
- Basic Infographic
- Language
 - Thai (Native)
 - English (TOEIC 775)

CARTIFICATE/LICENSE

LOMA 290

Driver's license

CONTACT ME AT:

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Thailand 10400

ACADEMIC BACKGROUND

Srinakharinwirot University

Bachelor of Economics | Aug 2017 - May 2020

- - Minor in Finance
- - GPAX 3.32

Meiji University

Short term exchange Scholarship | Jun 2018 - Jul 2018

- Faculty of Political Science and Economics
- Scholar, JASSO Scholarship

Santa Cruz Convent School

Primary and Secondary School | May 2004 - March 2016

- GPAX 3.41
- Student Vice President

WORK EXPERIENCE

Ocean Life Insurance Pub Co., Ltd

Strategy Planning and Corporate PMO | Oct 2020 - Present

Corporate PMO Tasks

- PMO of Unit Linked product project.
- PMO of Social Media Agent Project.
- Collaborating with other department leaders to define, prioritize, and develop projects.
- Planning project management, including setting deadlines and prioritizing tasks.
- Report progress of initiatives projects for senior management.

Strategy Planning Tasks

- Find business partner and business opportunity.
- Conduct ad hoc research and strategic analysis to identify the business opportunities and competitive advantage.

WORK EXPERIENCE

- Monitor market trend and competitors' activities.
- Analyze Sales Performance.
- Prepare reports on strategy ideas for senior management.
- Provide support and insight into significant organizational changes.
- Prepare corporate performance for stakeholders presentation.

Operation Tasks

- Organize annual meetings by project frequency.
- Prepare meeting minutes.

A4S Can Corporation Co., Ltd.

Customer Service (Part time) | Nov 2019 - Oct 2020

- Customer service and support.
- Responsible all buying process on company system.

INTERNSHIP EXPERIENCE

Ocean Life Insurance Pub Co., Ltd.

Co-operative Education Internship | Aug 2019 - Dec 2019

- In underwriting department, responsible for evaluating insurance applications.
- Present the insurance study about the factors affecting life insurance growth.

Krungthai Card Pub Co., Ltd.

Co-operate Education Internship | Aug 2019

- In corporate finances department, responsible for meeting minutes, arrange securities documents and daily reports.

Ocean Life Insurance Pub Co., Ltd.

Internship | June 2019 - July 2019

- In underwriting department, responsible for evaluating an insurance application and projects.

Bangkok Youth Center

Youth Council Volunteer | Apr 2016 - Aug 2016

- Responsible for co-ordinate with youth councils from 50 districts in Bangkok.

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WORK REFERENCES

Virote Chaysaengpratheep
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Ocean Life Insurance Pub Co., Ltd.
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