



JIRATH KONGJAROAN

OBJECTIVE

I am new graduates and active to gather new knowledge seeking a position in human resources and marketing

CONTACT INFO

1604/12 Soi Krungthep-Nonthaburi 38,

Bangsue Bangkok 10800

Email: Jirath.jt@gmail.com

Age : 23

Tel: (+66)96-693-1298

Expected Salary: 15.000 (Negotible)

Date of Availability : Immediately

SKILLS SUMMARY

- Ability to use basic programs (Word, Excel, Powerpoint)
 - Fast learning and hard working
- Ability to work as a team
 - Ability to work under pressure and Flexible time

ACADEMIC HISTORY

King Mongkut's University Technology North Bangkok

Graduated in 2020

- Faculty of Business and Industrial Development
- Bachelor of Business Administration industrial Business and Human Resource Development GPA : 3.18

WORK EXPERIENCE

Huachiew Hospital

Training officer April 2021 - July 2021

- Prepare document and orientation for new employee doctor/nurse/officer
- Responsible for end to end process for internal and external training
- Facilitate for all internal training such as prepared meeting room, setting equipment for training
- Handle internship program
- Due the covid-19 situation handle and facilitate vaccination project such as prepared location, managed the line, taking care of people

Phartrillion Company (Medical Equipment Industry)

Internship May 2019 - March 2020

- Prescreen and make appointment to shortlist candidate
- Arrange a meeting and liaise with external trainer for employee development
- Responsible for support marketing task in online and offline
- Give product information to customer in online channel such as Lazada, Shopee
- Coordinate with event team to run online and offline event such as offline promote in hospital, Lazada Live
- Handle customer inquiries and solving problems of product via online channel
- Survey feedback after sales such as Hospital , Online channel