NOPPAWEE WINAIPRASIT

ABOUT ME

Date of birth: 19 Jan 1994
Phone: +66852511134
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twinaiprasit@gmail.com

EDUCATION

2016, Bachelor's degree
Faculty of Business Administration
Major: General Management
Rajamangala University of Technology
Krungthep, Thailand

2012, Secondary education
Chinoros Wittayalai School, Thailand

KEY SKILLS

Critical thinking and Problem-solving

Attention to detail

T-Shape model

Self-motivation

Social & Emotional intelligence

Adaptability

Clear, Oral/Written communication

Project management

Business acumen

Strategic Human resource and Vendor
management

COMPUTER

Ms Azure DevOps

Figma

Canva

Python

WordPress

Power BI

Google analytics

visio/draw.io

OBJECTIVE

To explore/expand my horizons

To be a key player in a successful team

EXPERIENCE

TOTAL EXPERIENCE: 7 YEARS 9 MONTHS

ZENITH COMP CO., LTD.
PROJECT MANAGER
NOV 2021 – PRESENT (2 YRS. 7 MO.)

Responsibilities:
- Manage IT Developer/Project engineer, infrastructure and/or network project
- Provide leadership and project level management in planning, evaluation, design, development, implementation, operation
- Control of IT initiatives, technology, solutions and information management policies to support the company business requirements
- Develop project plan, define key milestones, and lead project delivery
- Drive/Coordinate related parties to ensure project delivery to meet requirement, objectives, and timeline
- In charge of going to meet customers, collect comments, feedback, and requirements and bringing them back to the team.
- Make judgements and help filter feedback based on importance, priority, and difficulty, etc.
- Report project status update to stakeholders
- Develop and deliver progress reports, Contract, proposals, requirement documentation and presentations

Notable Projects/Clients:
- Supporter in Project Support EFS Service Software MA; BOT
- Co-Project Manager in Project Server Transition from Tesco; Lotus's
- Project Manager in Project IT Security AV Implementations; Lotus's
- Project Manager in Project Redesign Main Website; MCP
- Project Manager in Project Implement HCI; KTB
- Project Manager in Project Implement Patch Management; PTT GC
- Project Manager in Project Head Office Network Improvement; BAM
- Project Manager in Project Implement Hybrid WAF; BAM
- Project Manager in Project Infrastructure Refreshment; Nok Airlines
- Project Manager in Project Implement PAM; AutoX
- Project Manager in Project Database Upgrade and HADR; KNT

ADI RESOURCING (THAILAND) CO., LTD.
PROJECT COORDINATOR
JUL 2018 – OCT 2021 (3 YRS. 4 MO.)

Responsibilities:

Notion

Trello

Atlassian Jira

Atlassian Confluence

Microsoft Office 365

SDLC

CERTIFICATE

IT/Computer

2021, Become the Professional in Systems Analysis and Design; CPRU

2021, Digital Risk Management; OCSC

2021, Network and Security; NSTRU

2022, Management Information System; CU

2024, Python: Language Basics and Fundamental Data Processing; CU

Business/Entrepreneurship

2021, Critical thinking and problem solving; OCSC

2022, Creating Professional Team Working; NU

2024, Organizational Risk Management; CU

2024, Strategic Communication Plan; CU

LANGUAGE
Thai - Native
English - Fair

HOBBIES/INTEREST
Travel
Camping
Gardening
Books
Photography

REFERENCES
Rinlita Tantiudomphan
Project Manager
+66986269642

- Working onsite in New business unit of Advance Info Service
- Gathering requirement form Key user
- Pre-work Solution Planning & Evaluating [Resource, Impact, Risk, Time, Value, etc.]
- Create Time-Plan, Task, System Architecture
- Coordinate with other Department [e.g. UX UI, System operation, Help desk support, Network, Security, PDPA, Legal] Include vendor
- Monitor and Report to Stakeholder
- Summary readiness assessment to System ready for Commercial Launch
- Work on agile, scrum and waterfall methodologies

Notable Projects/Clients:
- Co-Project Manager in Project AIS Pre-Booking Website
- Co-Project Manager in Project Gamifications on myAIS
- Co-Project Manager in Project Retail Shop Redemption System
- Co-Project Manager in Project AIS Point x Tung-Ngern (KTB)
- Supporter in Campaign AIS 30th Anniversary
- Project Manager in Project Biz Partner Portal
- Project Manager in Project AIS Contact Center Website
- Project Manager in Project myAIS FAQ
- Project Manager in Privilege Website
- Project Manager in Project AIS x The Mall Group
- Project Manager in Project Cloud Migration 2020

HUMAN ALLIANCE CO., LTD.
PROJECT COORDINATOR
DEC 2017 – JUN 2018 (7 MO.)

Responsibilities:
- Coordinate with customers (Vendor), sales staff (PC, BA) and team to collect and check the work of employees.
- Prepare Sales report, Marketing report and Document management
- Prepare/inspect salary report compensation and welfare report of employees
- Coordinate with various departments in order to operate efficiently and completed within the specified time.

COM7 PUBLIC COMPANY LIMITED
ICARE ADMIN OPERATION
AUG 2016 – OCT 2017 (1 YRS. 3 MO.)

Responsibilities:
- Receiving repair claims and performing diagnostics to check for initial symptoms, clarify customers, and
- Coordinate with technicians to inspect customers' machines.
- Open quotation open purchase order and open the tax invoice Taking care of office equipment, disbursing consumables, taking care of the use of petty cash, preparing reports, queue management, presenting to the executives
- Creating a working schedule (Working Plan) of employees in the service center
- Proceed to send Spare part back to Apple south asia (Singapore)