Mr. Nattakit Sittikul

Tel:0929024018
Expected Salary: 50,000-60,000baht (Negotiable)

Education: Bachelor's Degree in Agriculture Economics, Kasetsart University (2002-2006)

Certificate and Courses:

-MS Office, Jira, Trello, Visio, Figma

-Project Management for Project Manager by Network Training Centre
-Lean Six Sigma
-Multi Skills English Courses by AUA Language Centre

Tools & Utilities:

Jira, Trello, Figma, MS Office

Languages:

Thai (Native), English (Good)

Experience:

Organization   **: Ngern Tid Lor PCL**

Period   : October 2016 – June 2021

Position   **:** Senior Business Analyst

Responsibilities :

- Conducted meetings to get requirements and refine solution to create/maintain or solve issue with users and stakeholders
- Created flows, diagram, mock up, wrote business requirement document then transform to user stories. Submitted the business requirement to the relevant person for approval.

- Explained requirements to development team and tester. Lead users to created test case and acceptance criteria.

Developed product use agile framework. Prioritized user stories and let everyone in the team shared the size of user stories and with each task should be completed in 1 day so developers can report on their daily progress. After developers has finished writing the program I coordinated with business users to do user acceptance test. If the results of UAT are passed, I will prepare a manual for using the system and teach users how to use the system and then coordinate the

implementation of the system.

Prepared reports and presentations to VP-IT Project Management including projects on hand, details of projects, status of projects

Coordinator with vendor G-Able to implement OCR system (bring Invoices/PO/Receives in PDF form export to excel) for the accounting department.

Coordinated the Robotic Process Automation Re-Skill project by select employees who were interested to write RPA to join the project, followed up project status of each joiner and report to management.

Prepare candidates data for managers to interview and request a laptop for new employees.

Achievements:

Carrying out the project to apply robotic process automation to various

departments from start to finish, including NCB, Credit Analyst,

Operations, Registration, Tele-sales, Insurance, Branch operations,

Customer Services, IT-Securities, Accounting, IT-Infrastructure

Examples of successful projects at Ngern Tid Lor include:

1.Use Robotic Process Automation in the NCB department by setting up

RPA to retrieve information from customers who request credit in order

to bring the customer information to request credit information from the

NCB company. When the NCB department employees receive the information from the NCB company, then send it to the credit analysis department for assembly further credit consideration

2. When someone is interested in applying for a loan through the Ngern Tid Lor website, the information will be stored in the database. There will be employees pulling data from the database to automatically create leads on the SAS system (the traditional process would have been done by employees)

3. Bring in robots to help create contracts for project BOT28% which robots can create contracts in 12,000 minutes. (Compared to creating a contract with an employee taking 280,000 minutes)

3. Other RPA projects:Change Customer Personnel Data(RPA), Create NCB Reject Document(RPA), Key lead from Agent(RPA), Delete resigned user access on AS400(RPA); etc

Organization : **Saving Asia (Thailand) Limited**

Period : August 2015 – September 2016

Position : Product Owner

Responsibilities

- Got requirements from MD and BD.
- Wrote business requirements document, created flow, user journey, mock-up.

- Explained requirements to developer and UX designers. After developers completed development then test the website, If test pass with no defect then created functional specification document and sign-off document. After the project has been approved then coordinated with implement team to Launch the approachable website

Achievements:

Carry out website development masii.com goes from collecting business requirements to bringing up the website for people to use the website

Organization: **Krungsri Securities Public Company Limited**
Position: Assiatance Manager in Research Department (contract 3 months)

Period: March 2015-June 2015

Responsibilities

- Collected financial statement of Thai listed companies to Analyst's model.
- Provided data including world calenda, change in management's securities holding, SET Index overview and foreign limit as part of research report.
- Maintain record of Analyst's stock picks.
- Recorded Thai listed company's earning results for further analysis.

Achievements:

- Completed project "SET's earning result of 1Q15".
- Provided data including world calenda, change in management's securities holding, SET Index overview and foreign limit as part of research report.
- Completed collecting financial statements of Thai listed companies to Analyst's model on time.

Organization   : **Morningstar Research (Thailand) Limited**

Period   : May 2011-December 2014

Position   : Financial Data Associate

Responsibilities

- Keyed balance sheets/Gained/Losses/Cash flows and capital history, researched and wrote business descriptions of the companies on AUD and NZD Stock Exchange to the systems.

Achievements:

- Successfully processed all reports/tasks assigned on time and met standard for number of reports as well as business summaries.
- The team had a low rate of backlogs for unprocessed announcement.
- The quality of work done by new joiners has few mistakes.
- Completed the training materials.
- Completed the transition of business unit from Bangkok to Mumbai.

Organization   : **Refinitiv; Previously Thomson Reuters**

Period   : January 2008 – March 2011

Position   : Data Analyst

Responsibilities

- Synced financial data of companies listed on The Stock Exchange of Thailand including balance sheets/Gain/Loss/Cash flows statements compare performance between the current year and previous year and found the reason why companies gain or lose to DoPlus System. Test new system to be applied with DoPlus.

Achievements:

- Delivered high accuracy rating and productivity.
- Successfully complete Historical build project, Revenues project, Operating Metrix build project and Thailand Market.
- Quality enhancement cleansing project.
- Successfully contribute in satisfying the needs of clients by reviewing daily quires for the group helped minimized the errors that could have gone to clients.

Organization   : **Monde Nissin Thailand**

Period   : May 2007 – December 2007

Position   : Customer Services Assistant

Responsibilities

Key orders from sales to the system.

Prepared weekly and monthly reports.

Analyst demand and supply of factory to produce company products (Cracker brand Voice and Sumo)

Achievements:

- Successfully in helping demand planning to get the real demand and stabilize the production
- Help warehouse and transport monitoring stock movement from warehouse to trade

Organization   **: Thai Smart Card Co., Ltd.**

Period   : January 2007 – April 2007

Position   : UAT

Responsibilities

- Created test scripts, executed UAT testing, and test coordination
- End to end testing

Achievements:

- Successfully finds application errors and reports them to the UAT team leader