

Buntoon Chankheaw, M.B.A

Human Resource Officer



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Academic Background

2007 – 2009	Master of Business Administration General Management Major Faculty of Business Administration Ramkhamhaeng University, Thailand
2001 – 2002	Bachelor of Business Administration (Management) Human Resources Management Major Faculty of Business Administration Ramkhamhaeng University, Thailand
1996 – 2000	Bachelor of Business Administration Program in General Management (Honors Rank 1) General Administration Minor Faculty Of Management Science Phranakhon Rajabhat University, Thailand

Work Experience

Jul 2017 – present	Human Resource Officer Administration Unit, Health Intervention and Technology Assessment Program, Ministry of Public Health, Thailand
Sep 2012 – Jul 2017	Marketing and Sales Thaikin Industry (Thailand) Co.,Ltd.
Mar 2002 – Sep 2012	Human Resource Officer A&P Maintenance Services Thailand Co., Ltd.

Internship

2000 – 2002	HR intern (Temporary contract) General Administration Department, World Phone Shop Co.,Ltd., Bangkok, Thailand
Nov 1998 – Feb 1999	IA-S Intern Employment Services & Personnel Records Department, Thai Airways International Public Co.,Ltd., Bangkok, Thailand

Training Courses

Aug 2020	Course on obtaining a permit for foreigners to work in Thailand during the COVID-19 situation Dharmniti Seminar and Training Co.,Ltd.
Sep 2019	Contract improvement techniques, concise and profitable work regulations and new laws Dharmniti Seminar and Training Co.,Ltd.
Jul 2019	Special training course for visa application and work permit for foreigners Dharmniti Seminar and Training Co.,Ltd.

Complete CV is available
upon request.



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Training Courses

Nov 2018	People Management for Performance People Synergy Co., Ltd. Service Excellence and Team Synergy
Jul 2016	ISO 9001:2015 Internal Quality Audit United Registrar of Systems (Thailand) Co., Ltd.
Jun 2016	Transition & Work shop for ISO 9001:2015 United Registrar of Systems (Thailand) Co., Ltd.
May 2014	QMR/EMR for ISO 9001:2008 and ISO 14001:2004 United Registrar of Systems (Thailand) Co., Ltd.
Feb 2013	ISO/TS16949:2009 ; Internal Audit Knowledge Center Co., Ltd.
2013	Training documents, Development Bank, Import-Export Department of Foreign Trade