Lalita Somboonsap

PMO Analyst

Bangkok · lalita.somboonsap@example.com

Summary

PMO analyst in retail banking with a background in project coordination. I keep large programmes on track with clear status reporting, tidy RAID logs and dashboards that executives actually read. My next step is a project manager role where I own the plan as well as the reporting.

Experience

PMO Analyst Klangmuang Bank Plc — Feb 2021 – Present

- Supported the core banking migration PMO (status reports, RAID log).
- Prepare the monthly portfolio dashboard in Power BI for more than 30 IT projects, used by the head of PMO.
- Work in a PMO team of 6 that reviews project plans, budgets and stage-gate documents before each committee.
- Organise steering committee meetings and track actions until they close.

Project Coordinator Klangmuang Bank Plc — Jan 2019 – Jan 2021

- Coordinated schedules, meetings and vendor documents for the branch refurbishment and ATM replacement projects.
- Kept project plans and issue lists up to date for 3 project managers.
- Wrote meeting minutes and followed up on open actions with business units.
- Built a shared tracker in Excel that replaced separate spreadsheets kept by each project.

Education

B.Econ., Thammasat University, 2018

Languages

Thai (native) · English: IELTS 6.0 (2020)

Work arrangement

Happy to work from the Bangkok office.

Generated for the DTX AI Buildathon. Not a real person.