**Curriculum Vitae**



**Ratthaphon Manowong**

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Address: **Northwest, Singapore**

Nationality: Thai (16 yrs resided in SG)

Current LTVP holder (Exp. Jul 2018)

**Professional Statement**

*I am a reliable and positive person who enjoys challenges and never falters. I aspire to lead and inspire others. I realize my ambitions and how hard I must work towards achieving them. Always very keen to learn and being open to new things and am able to fulfill many set goals. I knowing that besides all these qualities, other skills as well as opportunities are needed in order to succeed. I bear the willpower and tenacity to grow and wish to hone my forte through professional opportunities and engagements*

**Work Experience**

**Procurement, Purchasing & Administrative Executive (Custom Landscaping)**

**July 2015 – 30th September 2016, Tropical Environment Pte Ltd.**

*Reason for wanting to leave: Pursue further career and gain more experience in other roles.*

**Skills and Knowledge:**

Knowledge of fundamental concepts, practices and procedures of Goods procurement, sourcing and purchasing. Good negotiation and time organization. Managing time well and thinking big-picture to meet organization objectives.

**Duties / Responsibilities:**

* Conducting research and sourcing via Internet, catalogues, and trade shows to identify potential suppliers of horticultural materials, civil work materials, landscaping materials and live plants in accordance to Project Requirements.
* Negotiated contracts with overseas suppliers and vendor’s accordance to organization’s budgeting.
* Preparing procurement plan and documentation for components based upon project requirements.
* Handling of price quotations and negotiations
* Detailing statistical break-down and unit cost analysis of goods, online and offline.
* Co-ordinate with overseas suppliers/ agents/ various carriers/ co-loaders and vendors to support timely receipt and delivery of shipments.
* Preparing import/export documents; eg. Commercial invoice, packing lists and other documents related to goods for freight preparation and for customs clearance.
* Monitor shipment arrival by working closely with overseas freight forwarder and local clearing agent.
* Ensuring payment for shipments are processed timely and raising necessary paperwork for accounting purposes, in line with company requirements.
* Preparing and Issuing Purchase Order and Delivery Order documents by utilizing MYOB and InfoMaster System.
* Ensuring complete import documents and goods are in compliance with customs regulations to avoid hitting time constraints and releasing of goods.
* Access AVA online Portal to schedule for Post Entry Inspection for import goods (eg.Live Plants)
* Maintaining good relations with suppliers, agents, nurseries and greenhouses.
* Co-ordinate with Finance Team to meet procurement, purchasing and freight requirements.
* Represent company in fronting all Thai clients and overseas suppliers.
* Attend and responding timely to miscellaneous enquiries.
* Correspond with main-contractor for all landscaping projects (e.g.Apply/Renew Performance Bond)
* Secretarial/PA duties as and when required by CEO -- meeting minutes, travel accommodations etc.
* Assist with other ad-hoc projects, tasking and assist HR in executing interviews and resume screening periodically.

**HR Analyst – Human Resources for MNC (Hiring and Onboarding Process)**

**August 2014 – January 2015, Baker Hughes Singapore Pte**

*Reason for leaving: Company Restructuring & Takeover*

**Skills and Knowledge*:***

*Knowledge of fundamental* concepts, practices and procedures of human resource field. Excellent verbal and written communication skills. Working as a team with others in a fast-paced and engaging environment in fulfilling company’s targets.

**Duties / Responsibilities:**

* Processing offers of employment in accordance with the Hiring and Transferring Policy.
* Initiate and monitor onboarding processes, pre-screening and pre-employment activities

    e.g. Background Screenings, Medicals, Relocation and Immigration.

* Update SAP records accurately, upload and complete process through usage of MSS/MMT.
* Ensure email notification is sent to Payroll and enrollment in Benefits in compliance with HRIS.
* Ensures proper recording, approval, and filing/disposal of all documents received by the Service

    Centre, in accordance with established Global Policies and procedural guideline.

* Provides backup and assistance to other HR Services Advisors on rotational basis.
* Work with cross-divisional HR teams internationally.
* Work under direct supervision with managers to handle day to day administration of

policies and programs covering areas which may include recruitment, compensation

and benefits, training employee and labour relations, as well as personnel research.

* Co-ordinate and liaise with Local HR, HR Business Partner and recruiters.
* Handle special projects, as assigned e.g. prioritized and Top-level hiring.
* Hiring and Onboarding for Global Productions and Services (Asia Pacific).
* Hiring and Onboarding for Enterprise Technologies.
* Hiring and Onboarding from higher level management to lower level management.
* Contact employment candidates and communicate Hiring and Onboarding process until

Offboarding.

* Communicate with Oversea Teams e.g. Dubai, Houston (USA)
* Attended Overseas Business Training (1 week) and meeting in Dubai with overseas team.
* Scheduled weekly meeting conference call in progression from overseas teams

            e.g.Dubai and Houston (USA)

* Working with third party vendors (e.g. Fragomen (Immigration), HireRight

(BackgroundScreening)

* TheMI Group (Relocation Company and Relocation Services) and Medical Group (Raffles Medical Clinic)

**Administrative Executive/ Beauty and Specialized Scalp and Hair Care**

**October 2012 – August 2014, Revamp International Pte Ltd. (PHS Hair Science)**

*Reason for leaving: Pursue further career*

**Skills and Knowledge:**

Knowledge of scalp and hair science, attended basic Trichology course conducted by PHS

 Hair Science.

**Duties / Responsibilities:**

* General Office Administration, data-entry and document logging.
* Provide excellent reception and direction of clients.
* Maintain complete client satisfaction and experience from start to end.
* Handle customer enquiries, complaints and feedback professionally and actively.
* Handle incoming calls and taking charge of appointments scheduling.
* Responsible for all daily front-desk transactions.
* Misc. data input and tallying of daily sales summary and operations report to respective management.
* Multitasking, managing a high volume of customers and time-managing of tasks, visitor traffic-shaping.
* Completed SOP training to learn ways to enhance customer satisfaction and improve productivity.
* Stream-lining of work flow whenever possible.
* Maintain and uphold professional relationship between staffs.

**Customer Service Executive, One** ° **15 Marina Club Spa (6 months Internship) 2012**

*Reason for leaving: Pursue further career*

**Duties / Responsibilities:**

* General Office Administration, data-entry and document logging.
* Greeting and assisting guests, maintain good reception. Understanding customer needs.
* Basic knowledge on spa’s sales, services and products, product introduction.
* Attend to guest enquiries and requests. Customer profiling and scheduling.
* Respond to complaint and compliments. Give 2-way feedback tor improvement.
* Attend to incoming and outgoing calls and appointments scheduling.
* Cashiering, logging sales, furnishing internal sales revenue and records.

**Key Skills & Achievements**

People-oriented skills

* Use of good interpersonal and communications skills in day-to-day interaction.
* Multi-tasking and working under tight deadlines and schedules.
* Imparting team value and encouraging good work ethics.
* Learning and sharing with others, create sense and purpose from situations.
* Always open to communicating work suggestion, brain-storming or solutions.
* Work hand in hand with higher level management on daily basis.
* Maintain good relationship with business partners
* Excellent Time Management
* Mediate between stakeholders
* Negotiation Skill
* Persuasion Skill

**Software Skills**

* MS Word, MS Excel (creating advanced spreadsheets), MS PowerPoint, MS Paint, Adobe Photoshop (Basics) and Adobe PDF.
* SAP NetWeaver Portal (recording and updating employees’ profile)
* Taleo Portal.
* AT&T Conference (AT&T Connect Global Audio Conferencing)
* Personal computing skills including Email Outlook, Social Media and Internet Technologies.
* Point-of-Sales Systems, credit card transaction and Nets transactions.
* Beautec System used in Spas.
* High resolution near zoom scanning system (Scalp analysis)
* MYOB (PO & DO documents)
* InfoMaster  ERP (PO & DO documents)

**Languages:** Thai (written & spoken), English (written & spoken), Chinese (basic conversational)

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**Education**

2010 - 2012 Bachelor of Arts (HONS) in Business Management, Greenwich University, UK

2010 Advanced Diploma in Business Administration (ERC Institute, Singapore)

2009 Diploma in Tourism and Hospitality (ERC Institute, Singapore)

2004 - 2008 GCE '0' Levels (Balestier Hill Secondary School)

**Volunteer  Work**

2006 Kwong Wai Shiu Hospital, “Flag Day"

2005 NKF-CMF, "Lifeforce Donation Drive"

2005 NKF-CMF, "CPF Amazing Challenge"

**• Expected Salary: Negotiable      • Availability: Immediately**