

SUKANYA CHAILINFA

HR & ADMIN



Contact

Address

8/22 Kohkloy Road, Choeng noen
Sub-district, Mueang rayong District,
Rayong, 21000

Mobile

089-0015199

E-Mail

ket.likeberry@gmail.com

Education

Dhurakij Pundit University 2016

Bachelor of Business Administration,
General Management major

Languages

- Fluent in Thai (Native)
- English (Fair command of spoken and written)

Experience

September 2022 – March 2023

Hr Officer • ACR Management Co., Ltd.

- Sourcing candidates from various online channels. (e.g. social media and JobThai)
- Recruit a candidate including an interview and orientation.
- Organizing and managing new employee orientation.
- Maintaining employee records and paperwork.
- Answering employee questions and handle employee concerns with company.

February 2018 – August 2022

Hr&Admin • LOGITEM(THAILAND) CO., LTD.

- Process salary payments including variable pay (OT, Bonus and allowances).
- Key in, check, control, and generate reports of staffs' late, vacation, business, and sick leaves.
- Prepare cash documents at the end of each month and go to the bank to make a withdrawal transaction - transfer money to the staff.
- Recruit a candidate including an interview and orientation.
- General office management such as ordering stationary, uniform and place orders when necessary.
- Keep record of office maintenance contracts and file contracts for annual maintenance.
- Performs other related duties as assigned.

February 2017 – JULY 2017

Clerical worker • Rayong Rural Roads Office.

- Preparing formal letters, documents or reports as assigned.
- Coordinate with all other departments.
- Perform other tasks as assigned.

Key Skills

Skills:

- Diligent, honest, patient and able to work under pressure.
- Good human relationship and can work as a team
- Self-motivated and responsible
- Growth Mindset

Software Skills:

- E-Business Plus, HuPAQ(Payroll), Microsoft Word, Excel, and PowerPoint

Interests

Travelling, Mindfulness, reading.