



Virosana Thongchoti

I am currently in charge of performance evaluation work at the Ministry of Foreign Affairs, Kingdom of Thailand in the position of Human Resources Officer. I was a Training and Development Assistant at PwC and in short I had experience in Sales Operation Executive at Kaidee. I graduated in Management Science from Silpakorn University and went on to study for a master's degree at the College of Management, Mahidol University.

I am now open to various job opportunities in order to apply skills and the abilities that I have for 5 years experience. Thank you for considering my profile.

PERSONAL DATA

Name : Virosana Thongchoti
Nickname : Paint
Date of Birth : 2 November 1994
Sex : Female
Height : 169 cm
Weight : 60 kg
Nationality : Thai
Religion : Buddhism

CONTACT

✉ paintwt@gmail.com
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🌐 linkedin.com/in/virosanathongchoti
📍 Lumpini Park Vibhavadi-Chatuchak,
Chom phon, Chatuchak, Bangkok

EDUCATION

📖 Mahidol University

Master's degree in College of Management, Mahidol University (CMMU) - 2022

- Business Management (3.65 GPA)

📖 Silpakorn University

Bachelor's degree in Management Science - 2017

- Business Management and English (3.06 GPA)

📖 BEC tero entertainment

Internship - 2016

- Human Resource Department

LANGUAGE SKILLS

🧩 TOEFL ITP - 490 (May 2021)
🧩 TOEIC scores - 585 (Jan 2017)

EXPERTISE

- Growth mindset
- Social Intelligence
- Creativity & Communication
- Training & Development
- Customer Service

WORK EXPERIENCE

● Human Resource Officer

Personnel Management Bureau at Ministry of Foreign Affairs, Kingdom of Thailand from March 2021 to present

- Performance Assessment : Promotion (Diplomat, Home-based staff).
- Coordinate the preparation of the selection process for the meeting.
- Monitor the timeline by which staff must submit the document.
- Coordinate the finished document to get appointed by the committee.
- Assistant to Covid-19 team, the daily report.

● Sales Operations Executive

Kaidee from December 2020 to March 2021

- Responsible for posting the listings on Kaidee .
- Coordinate with working team to create listing for target sellers.
- Content creator (e.g. Prepare accurate and attractive contents and headline for products that will be listed on Kaidee platform).
- Verify the quality of media content (e.g. photos, headline, product description) before uploading them to Kaidee platform.
- Track of team's weekly activities on CRM.
- Research competitor's products.

● Learning & Development Associate

PwC Thailand from September 2018 to December 2020

- Administration of training events, including preparation work Before, During and After.
- Liaison with training participants and instructors. Monitoring participants' completion of training.
- Summarizing training evaluation forms.
- Verifying and submitting participants' and instructors' expense claims.
- Collecting data and other information for L&D reports.
- Preparing copies of training materials such as instructor manuals, handouts and notes for participants, and other support materials.
- Scheduling training sessions and sending notifications to participants.
- Coordinating the preparation of training sessions.
- Preparing and distributing any training certificates.
- Taking care of related administrative tasks such as responding to emails and letters.
- Providing the L&D supervisor or manager with general administrative support.

● Receptionist

Philip Morris (Thailand) Ltd. from September 2017 - August 2018

- Serve as the first point of contact for organization.
- Greet and welcome visitors and guests.
- Handling incoming calls e.g. receiving and transferring phone calls.
- Supervise and track incoming and outgoing mails.
- Take care of maids and messengers.
- Manage, inspect and control office equipment and pantry.

LANGUAGE SKILLS

ETS TOEFL ITP

Unofficial Student Score Report


Student Name: Virosana Thongchoti

Test Date: 5/9/2021

	<u>Scaled Scores</u>	<u>CEFR Level</u>
Listening:	51	B1
Structure & Written Expression:	47	B1
Reading:	49	B1
TOTAL SCORE	490	

CEFR = Common European Framework of Reference

ETS TOEIC LISTENING AND READING TEST
OFFICIAL INSTITUTIONAL SCORE REPORT

 Name VIROSANA THONGCHOTI
Date of Birth NOVEMBER 2, 1994
ID Number 1103701540958
Test Date JANUARY 16, 2017
Client PERSONAL

LISTENING	TOTAL SCORE
350	585
READING	
235	

Report is valid for two years from the test administration date.

TOEIC® Services Thailand – Certified Score Report – Issued JANUARY 17, 2017

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MY LINKEDIN PROFILE



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