



# Sarintorn Srira

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## ABOUT

- Date of Birth : 9 Jan 1998
- Address : 57/133 M. KC Motor Ramintra Rd. Kanchanaphisek Soi. Kanchanaphisek 5/4 Tharang Subdistrict, Bang Khen District, Bangkok 10220

## PERSONALITY

- Service mind
- Time management
- Ready to learn new things
- Positive Thinking
- "Can do" attitude

## EXPERIENCE

### PART - TIME SALE REPRESENTATIVE JASPAL CO., LTD. 2017

- Product Introduction
- Introduction about product

### PART - TIME EVENT COORDINATOR SIAM RETAIL DEVELOPMENT CO.,LTD. 2018-2020

- Contact with customers
- Invite customers to join campaigns
- Coordinate events

### VOLUNTEER ACTIVITY KASETSART UNIVERSITY 2019

- Pluktonkids Camp 18th at Sa Kaeo
- Coordinate the project
- Support any activities organized by Pluktonkids Camp

### PROJECT COORDINATOR MARKET CONNECTIONS ASIA COMPANY LIMITED 2021

- Maintain and monitor project plans, project schedules, work hours, budgets, and expenditures.
- Organize and participate in shareholder meetings and ensure all deadlines for certain projects

### HRM COORDINATOR MIND EDGE RECRUITMENT CO., LTD. PRESENT

- Coordinate with employees within the company on various matters related to personnel work.
- Take care of leave leaves, leave system, check absences, late arrivals of employees (Time Attendant)
- Take care of employee welfare Coordinate the documents
- Take care of the rules and regulations in accordance with the company's policy.

## EDUCATION

2017 - 2020

KASETSART UNIVERSITY  
POLITICAL SCIENCE AND PUBLIC  
ADMINISTRATION OF SOCIAL SCIENCES  
GPA : 3.09

2010 - 2016

BODINDECHA(SING SINGHASANI)2 SCHOOL  
HIGH SCHOOL  
GPA : 3.10

## SKILLS

- Having analytical skills, highly responsible
- Languages : Thai, English
- Fluently Computer Usage : MS Word, MS Powerpoint, MS Excel
- Soft Skills : Multi Tasking, Collaboration, Adaptability, Creativity, Coordinate
- Have a car driver's license