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Bangkok, Thailand



PORRANACHUTR OATCHAREARNCHAI

HUMAN RESOURCES BUSINESS PARTNER

EDUCATION

2015 - 2018

MASTER OF SCIENCE

Industrial-Organizational
Psychology (IO Psychology)
Chiang Mai University
Faculty Humanities
(GPA 3.85)

2011 - 2014

BACHELOR OF SCIENCE

Geography
Chiang Mai University
Faculty Social Science
Minor: Psychology
(GPA 3.25 Second Class Honor)

MY EXPERTISE

Professional Skills

- Creativity •
- Complex problem-solving •
- Emotional intelligence •
- Interpersonal Skill •
- Resilience •

Languages

- TOEIC Test 2020 : 630 •
- KET - Cambridge Assessment English: •
Pass with Distinction
- EFL Learning Center: •
Chinese For Business Communication

PROFILE INFO

Highly efficient Human Resources with over 5 years of challenging administrative environments resourceful team player focused on developing efficient processes utilizing knowledge of Industrial-Organizational Psychology, Selection & Recruitment, Training and Development, Motivating, Measuring, Evaluation, Organizational Development, and related field.

WORK EXPERIENCE

Aug 2021 - Present

Bangkok Bank

Bangkok

- Human Resources Business Partner**
 - Manage full lifecycle of the employee from hiring through termination process
 - Be a strong partner and advisor to the business on all HR related matters
 - Facilitates the management team to bring best solutions for employees
 - Designs and support succession plans and talent development for employees
 - Partnering with business unit and employees to enhance employee engagement
 - Communicate with management and employees to answer questions, clarify policies and processes, create solutions and resolve issues or conflicts
 - Assist the Line HR Manager as the assignment

TRAINING

DEC 2020 •

Resilience Building Organizational HR & the Future Strategy on Transformation by PMAT

OCT 2020 •

Workforce Analysis For Manpower Planning by HR Center

OCT 2019 •

OKRs: Objective Key Results by HR Center

NOV 2018 •

Tax and Benefit by HR Center

Feb 2018 •

Job Description Based on Competency And KPIs by HR Center

Oct 2015 •

Psychological Motivate Employees Hosted for Chiang Mai University

MY REFERENCE

Atipu Chumcheunsook

Chiang Mai International School

+66 81 716 7980

Matima Wuttigovit

Thawornchareansub

+66 81 414 4417

WORK EXPERIENCE

Sep 2016 - July 2021

Chiang Mai International School

Chiang Mai

• Human Resources Assistant

- Creating and revising job descriptions and job requirements for all positions
- Managing recruiting, selecting, orienting, training and resigning employees
- Assisting with the performance management and review process
- Supporting employee opportunities for professional development
- Implements employee benefits programs and informs employees of benefits by studying benefit needs and trends, recommending benefit programs to management, directing the processing of benefit claims and obtaining and evaluating benefit contract bids
- Maintaining and revising the company's handbook on policies and procedures
- Handle conflicts, disciplinary actions and terminations
- Perform and create any other ad-hoc projects or duties
- Assist the HR Manager as the assignment

Dec 2014 - July 2015

Thawornchareansub

Chiang Mai

• Human Resources Officer

- Shortlist of candidates, coordination of interview schedules and conducts the first round of interviews for executive levels
 - Preparing recruitment and staff attendance reports
 - Controlling personal filing
 - Handling the Payroll function that involves gathering staff data
 - Provide information on payroll and social security matters to staff
 - Assist the HR Manager as the assignment
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