



# NATCHAYA SUMOL

## SENIOR HUMAN RESOURCE - RECRUITMENT

Over 3 years of experience in the field of human resource in recruiting, screening, qualifying, and placing many of positions in full-time, contract temporary and permanent positions. Skilled in full-cycle recruiting through job website, social media networking, and other robust recruiting strategies.

### Education

#### THAMMASAT UNIVERSITY

2014-2018

Bachelor's in Social Administration

#### HATYAIWITTAYALAI SOMBOONKULKANYA SCHOOL

2007-2010

High School in English – Chinese

### Work Experience

#### RECRUITMENT CONSULTANT (SONGKHLA BRANCH)

2021-Present

Skillpower Services (Thailand) Co., Ltd. (MANPOWER)

- Source candidates using a variety of search methods to build a robust candidate pipeline.
- Screen candidates by reviewing resumes and job applications, and performing phone screenings.
- Take ownership of candidate experience by designing and managing job postings, job descriptions, and position requirements.
- Perform reference checks as need.
- Facilitate the offer process by extending the offer and negotiating employment terms.
- Manage onboarding and new hire process.
- Manage the overall interview, selection, and closing process.
- Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations.

### CONTACT INFORMATION

**Address:** Lat Phrao, Bangkok

**Phone No.:** 098-161-9699

**Email:** nutchayasumol@gmail.com

### PERSONAL PROFILE

**Date of birth:** March 14, 1996

**Age:** 25 Years old

**Gender:** Female

**Weight:** 53 kg.

**Height:** 158 cm.

**Religion:** Buddhism

### SOFTWARE SKILLS

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Computer & Internet

### LANGUAGES

Thai

English

## **PERSONALITY**

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- Social work skill and good attitude
- Flexible, friendly, humble, and helpful
- Excellent in teamwork

## **Work Experience**

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### **SENIOR HR – RECRUITMENT**

**2020 - 2021**

#### **AIRA & AIFUL Public Co., Ltd.**

- Updated vacancy / posting job in all channels and company's website.)
- Select Candidate Perform preliminary interviews/ Select Candidate.
- Employment contract/Start date / Health check / Sign contract.
- Reference Check/Advance for checking criminal record.
- Send documents to Royal Thai Police.
- Register new employees into HR system.

### **RECRUITMENT CONSULTANT**

**2018 - 2019**

#### **P.R. Recruitment and Business Management Co., Ltd. (PRTR)**

- Handling search assignments and delivering high quality candidates through sourcing, screening, interviewing, and assessing applicants that match the qualifications, skills and experience specified by clients.
- Preparing candidate resumes and correspondence processes for clients.
- Organizing interviews for candidates as requested by the clients.
- Negotiating pay and salary rates and finalizing the arrangements between clients and candidates.
- Maintaining good relationships with clients and improving their satisfaction.
- Liaising and contacting with customers.
- Ensuring that recruitment promises are achieved.
- Achieving monthly recruitment targets. (164 % in 2019)

## **Reference**

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*References available on request.*