



# SIRAPUNSA THANGUTAIKUL

Human Resources

☎ 063-9262044    ✉ sirapunsa115@gmail.com     Sirapunsa. T

🏠 Aspire Sukhumvit - Onnut - Bangkok, Thailand

## ABOUT ME

I'm dynamic, responsible and highly adaptive and flexible.

I have experience in the HR function and my background knowledge in management.

I'm open to get new opportunity and bigger challenges. And I'm willing to learn new things.

My goal is I would like to grow in HR both HRM, HRD and share with others . And "discover a new experience"

## SKILLS

### Languages

- English
- Chinese

### Soft skills

- Management
- Can do attitude
- Team player
- Fast learner
- Communication

### Hard skills

- Microsoft Office
- G-suite, Zoom, Google meet, Gather Town etc.
- Job post : JobsDB, Jobtopgun, Blognone, JobThai, JobBKK, Taskets, Jobfinfin / Social Media: LinkedIn, Facebook

## EDUCATION

### Kasetsart university - Bangkok

August 2015 to May 2019

### Bachelor's Degree in Political science

GPA: 3.29

- Volunteer of Rotaract KU Club
- Internship at BCP
- Project coordinator : Stop Sexual Harassment

## EXPERIENCE

### HR Recruiter

#### Shippop Co., Ltd - Bangkok

March 2021 to Present

#### Key Responsibilities:

- Handle overall recruitment process especially IT Positions of the company. (e.g. **Developer, Tester, Data science, UXUI Designer, Tech Lead, PM etc.**)
- Responsible for job posting, candidate screening, interviewing, scheduling, offering and onboarding new employees.
- Analyzing Job description & qualifications to understand the jobs roles and requirements of hiring managers.
- Preparing resume, portfolio, assignment, and other documents presented to hiring manager and HR Manager.
- Providing advice about the job requirement to candidates
- Managing the Internship Process
- Managing the employee evaluation
- Joined other activities relevant of HR team and Co-ordinate with internal and external.
- Supporting the other HR tasks as assigned

### HR Officer

#### Builder Consultants Co.,Ltd. - Bangkok

January 2020 to February 2021

#### Key Responsibilities:

- Regularly update manpower (staffs at Construction Sites)
- Follow and prepare a document involved the site work such as minutes of meeting, Payment Certificate, Monthly Report etc.
- Responsible for administrative tasks (document- translate & draft etc.)
- Handle overall recruitment process especially **Engineers, Architectures, Project Managers and Site Admin Officers** for the company.
- Responsible for job posting, candidate screening, interviewing, scheduling, offering, negotiation and onboarding new employees.
- Analyzing Job description & qualifications to understand the jobs roles and requirements of hiring managers.
- Conduct the job evaluation and conduct the job contract and follow -up

### CSR Officer (Internship)

#### Bangchak Corporation Public Company Limited (BCP) - Bangkok

June 2018 to August 2018

I interned at BCP in CSR. I had a chance to learn a lot of responsibility such as managing projects and activities about CSR, coordinating and learning how to work with others as a teamwork etc. and I made new friends from other university.