



YOSITA PRASAT

(BAE)



Mobile: 085-521-2651

Yositabae@gmail.com

PERSONAL INFO

Date of birth : May 29,1996

Gender : Female

Nationality : Thai

Religion : Christian

EDUCATIONAL HISTORY

2008-2013

HIGH SCHOOL

Bunyawat Wittayalai School

chinese and English Program



2014-2018

BACHELOR DEGREE

Bachelor of Social Work Program,

Thammasat University,Thailand

GPA : 3.18



SKILLS SUMMARY

- Photoshop
- Microsoft Office
- Communication
- Teamwork
- Responsibility
- Flexibility
- Problem solving

LANGUAGES

- Thai (Advanced)
- English (Intermediate)

WORK EXPERIENCE

RECRUITMENT OFFICER.



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- Be responsible for sourcing candidate in all fuctions
- Manage and control recruitment include advertising, interviewing, testing, selecting candidates; checking references; negotiating employment
- Manage recruiter services to provide quality candidates within target lead time to close the recruitment process and within budget.
- Composing job advertisements in Thai and English and liaising with job advertising websites and classified media
- Work with hiring manage in different departments regarding man power and recruiting
- Check applicants' backgrounds to determine their suitability to work.
- Prepare employment documents and resignation documents Exit Interview Follow up on company assets before resigning
- Manage recruitment projects as assigned i.e. Job fair, Open House, Internship program, On boarding, etc.
- Follow up on employee behavior and make a probationary evaluation form.
- Contact the Social Security Office for new employees and employees resignation

HR PAYROLL OFFICER.



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- Make an information about appointment for employee
- Type a surety contract of employee to the system
- Make a deduction of a surety contract and payback to employee
- Make a traveling expense for part-time employee
- Paying to manager who come to work on public holiday
- The incentive payout and support franchise
- Make an information about transfer of employee
- check the deduction information of Alianz Insurance applicants
- Provide information for student who want to work between study
- Check a working hours of employee
- Make an employee ID cards
- Provide a documents for contact banking
- Check the employee who leaves (absent,late and special case)
- Audit Part-time,Full-time salary report