

NARINTHORN NARIN

I'm ready to learn, have the patience and honesty.
A fast-learner, strong communication and fueled with a passion in Human Resources Management, Marketing and content creator. Offers expertise in HRM multi-function (except for recruitment process, training and labor relations), Administrative and Project management.

WORK EXPERIENCE

MAGIC BOX DIGITAL CO., LTD.

PROJECT COORDINATOR (LIVE STREAMING TEAM)

February 2021– July 2021

Bangkok, Thailand

- In charged of coordinating with 200 Creator Partner and Facebook Partner including follow-up Marketing project.
- Assist in coordinating marketing event and creator event.
- Prepared Creator reports such as performance weekly, overall monthly and support as assigned.
- Post-Live Streaming: Advice to creator able to engage an audience to watch live streaming, Assistant and prepare before live starts.
- Provide administrative support to live-streamers during their live shows with customer support and payments administration.
- Prepared job timing for creator through weekly schedule.
- Follow up with potential creator.
- Reconciliation and preparation of the delivery reports post live streaming.

BIODIVERSITY-BASED ECONOMY DEVELOPMENT OFFICE (PUBLIC ORGANIZATION)

PROJECT COORDINATOR (CONTRACT WORK)

November 2020– January

2021, Nonthaburi, Thailand

- In charged of coordinating with internal and external departments including follow-up Information of the digital project.
- Assist in coordinating digital plans and digital risk management plan.
- Prepared reports such as correspondence work, procurement and support as assigned.

PROPERTY AND SPORTS MANAGEMENT OFFICE THAMMASAT UNIVERSITY (RUNGSIT)

HR & ADMINISTRATIVE ASSISTANT

August 2016 – March 2020

Pathum Thani, Thailand

- In charged of preparing accounts and tax returns. Administering payrolls, controlling income and expenditure.
- In charged of Carrying out administrative duties such as filing, typing, copying, binding, scanning etc.
- Direct phone calls and Provide information by answering questions and requests.
- Assist in the preparation of regularly scheduled reports.
- In charged of auditing financial information. Compiling and presenting reports, budgets, commentaries and financial statements.
- Direct phone calls and Provide information by answering questions and requests. Assist in the preparation of regularly scheduled reports.

THAMMASAT CONVENTION CENTER RECEPTIONIST (PARTTIME WORK)

August 2016 – March 2020

Pathum Thani, Thailand

- welcome and facilitate customers
- Maintain luggage storage system for lockers customer booking
- Provide information by answering questions, requests and advises to customers.
- Keeping the reception area in front of the center service and inside the meeting room always available.
- In charge of checking equipment and coordinate with the maintenance.
- In charge of regularly customer daily scheduled reports.

STUDY PROJECT

<https://drive.google.com/drive/folders/1Dkf4iKBmGAqQyoH1RP0gem840SwajF4X?usp=sharing>

- Conducted, designed and developed Training project "Growth your Leadership" (2019)
- Conducted a business plan for application for elderly person brand "O'Trainer" (2019)
- Research Proposal involved studying the influence of Thai LGBT movies showed during 2007-2017 toward the behavior of the students about human right issue. (2018)
- Analyzed strategy planning for Thai public management "Thailand Professional Qualification Institute (Public Organization)" (2017)



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BANGKHEN SUB DISTRICT,
MUEANG NONTABURI
DISTRICT, NONTABURI 11000

EDUCATION

THAMMASAT UNIVERSITY

Bachelor Degree of Political Science

| Graduated May 2020 with a GPA of 3.19

- Major in Public Administration
- Minor in Organization, Entrepreneurship and Human Resources Management

PUA SCHOOL, NAN

high school of Science-Mathematics

program | Graduated March 2016 with a

GPAX of 3.45

SKILLS AND EXPERTISE

- Language
Thai (Native), Fair command of written, read and spoken English and beginner of Lao and Korean language.
- Computer Program
– Typing skills: Thai, 45 words per minute and English, 50 words per minute
- proficient in Microsoft Office & Google Suite
– excel, power point and word.
- Graphic Design
– canva, figma
- Social Media Management
- Having Logical and analytical skills, highly responsible with strong problem solving.
- Strong interpersonal skills, Great collaboration, service mind
- leadership and working well in a team player
- Good in management presentation, time management and Public speaking skills

REFERENCES

MISS SIRADA SUKONTAPATIPARK

Human Resources Department, Magic Box DIGITAL Co., Ltd., Bangkok THAILAND

- Tel.092-2620962
- E-mail:sirada@gagicboxasia.com

MR.TADTEP SAE LIM

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