

# Pawinee Posin

**Address:** 195/99 Moo 7 Bangna-Trad km.10, Soi Mahachai, Bangplee Yai, Bangplee, Samutprakarn 10540 Thailand

**Mobile:** (+66) 63 515 4996

**E-mail:** [pawinee.saen@hotmail.com](mailto:pawinee.saen@hotmail.com)



## PROFILE:

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- **Date of Birth:** September 15, 1987
- **Age:** 36 years old
- **Marital Status:** Married
- **Religion:** Buddhism
- **Height:** 165 cm.
- **Weight:** 48 kg.

## EDUCATION:

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**August 2014 – May 2016**

**Master's Degree of Business Administration**  
**Bangkok University** (CUM.GPA: 3.73)

**June 2006 – March 2009**

**Bachelor's Degree of Science**  
**Chiang Mai University**  
Major: Gemology  
Minor: Business Administration  
Chiang Mai, Thailand. (CUM.GPA: 3.39)

## EXPERIENCE:

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**Company:** Total Access Communication Public Co., Ltd. (DTAC)

**December 2018 – Present**

**Business Type:** Telecommunication

**Position:** HRBP Manager

### **Responsibilities:**

- **Workforce Planning:** Provide headcount analysis and forecast based on BU requirement, revise headcount number and movement to be align with Headcount plan
- **Recruitment:** Coordinate with related parties for sourcing and interview both internal and external candidate and provide support information on the selection process.
- **Organization Management:** Prepare information for impact analysis on to-be organization based on BU requirement, monitor and monthly update OC blueprint and review job profile of all positions in business Unit.
- **Career Management:** Propose the promotion proposal and provide consultation to the Line Manager regarding their policy, process, and career development methodology.
- **PMS:** Communicate, provide consultation to Line Manager and employees on goal setting/ IDP/ People Dialogue/ Year-End evaluation guideline and manage the PIP.
- **Reward:** Follow up the process and completion within timeline and ensure merit increase/ bonus payout aligned with guideline & budget. Propose the offering package in alignment with salary structure and internal equity.
- **Learning and development:** Provide key point analysis and encourage the employee engagement and participation. Suggest the development channels and solutions to employees.
- **Talent Management:** Provide feedback for Talent Management and Succession planning framework, communicate with Line Manager the guideline and principle to BU and working team.
- **Employee Relations:** Provide consultation to employee to consider continuously working with dtac, conduct exit interview, request mutual separation approval and package and justify risk and coordinate with related parties for execution separation properly. Provide consultation and guideline to Line Manager and employee on Discipline and grievance handling and participate in investigation process.
- **Assignments & Projects:** To be join in Agile projects related to process improvement and improve employee experiences in dtac.

**Company: Lotte Duty Free (Thailand) Co., Ltd.**

**February 2016 – November 2018**

**Business Type:** Duty free & travel retail

**Position:** Human Resources Manager, 1 subordinate

**Responsibilities:**

- Create and monitor a human resources system that complies with top organizational objectives.
- Create the company work regulations and policies that comply with Thailand Labor law.
- Establish and maintain employee benefit programs (e.g. Provident Fund, Group Insurance, Annual leave and etc.)
- Serve as a consultant with other managers and employee advising them on human resource issues, such as Cross-Culture organization, Privacy, and human right.
- Analyze wage and salary reports; create a comprehensive and competitive compensation program.
- Responsible for human resources budget in every HR projects.
- Schedule and conduct Annual Performance evaluations and Probation Evaluation.
- Responsible for recruitment plan and retention of staff both permanent staffs and operations staff based on company budget and objectives.
- Employee relations, counseling, and disciplining employees. Terminations, providing exit interviews.
- Conduct and participate in the Manager Weekly meetings
- Work collaboratively with Headquarter in Korea to ensure optimal outcome of all projects.

**Company: iCar Asia (Thailand) Co., Ltd.**

**July 2015 – February 2016**

**Business Type:** Network of automotive portals known as One2Car, ThaiCar, Autospinn

**Position:** Human Resources Business Partner, 1 subordinate

**Responsibilities:**

**1. Recruitment, Induction & Probation**

- Assisting the C-group members, General Manager and Head of Departments (HoDs) in succession planning to facilitate effective retention and career development, liaising with Group HR Coordinator as relevant.
- Managing local and group recruitment and providing proactive guidance and support in this process.
- Managing the induction of new staff and probation review with HODs.
- Ensuring thorough and timely completion of leaver administration and conducting exit interviews.

**2. Payroll & Performance Management & Employee Relations**

- Preparing accurate updates for Payroll on time and with details of any changes, liaising with in-house Finance or Payroll as appropriate.
- Maintaining a solid knowledge of local Employment Law and common practice.
- Managing employment contracts and changes to terms & conditions of employment.
- Carrying out HR research and analysis and compiling statistics for reports (budget vs actual spends, headcount, staff turnover, sickness absence, annual leave balance provision, staff performance etc.)
- Assisting in employee well-being including medical checks, etc. as necessary.

**3. Learning & Development**

- Conducting Employee Engagement Survey, job evaluation.
- Liaising with managers to identify and assess training and development needs.
- Conduct and participate in the meetings (Monday Morning meeting, HoD meeting, Full team meeting, etc.)

**4. General HR duties**

- Maintaining absolute 100% confidentiality at all times regarding employee information and HR records.
- Acting as a brand ambassador at all times internally & externally.
- Working with Country Manager and Regional to support a happy office climate.
- Maintaining accurate HR filing and up-to-date archiving.

**Company: Siegwirk (Thailand) Ltd.**

**November 2011 – July 2015**

**Business Type:** Printing inks for packaging

**Position:** Human Resource Officer, 1 subordinate

**Responsibilities:**

**1. Recruitment & Employee Management**

- Establishes recruiting requirements by studying organization plans and objectives.
- Preparing job descriptions, Job posting, Shortlist candidate and supporting in selection of candidates.
- Preparing, updating of contracts and job description.
- Manage staff personnel record in databases (Cyber HRM and HRIS system)
- Preparing and implementing of disciplinary actions.

- Visa and Work Permit applications for foreign staff.

## **2. Training & Development**

- Coordination and delivery of training programs and activities as identified with line managers to ensure that personnel are trained and developed to meet current and future job responsibilities
- Maintains training record into HR system and reports as the ISO Requirements.
- Developing and implementing of policies and handbooks (Disciplinary procedures, Performance Management Plan (PMP), Performance Improvement Plan (PIP))

## **3. Payroll**

- Manage payroll operations process including salary and bonus payment, overtime payment, income tax, year-end tax, social security fund, provident fund and etc.
- Manage time attendance records and overtime calculation.
- Regular salary and benefits review and adjustment recommendations.

## **4. Welfare/Admin**

- Supervise and coach colleague to smooth support in Admin jobs.
- Development and implementation of HR policies, procedures, and systems to meet legal entity requirements in compliance with local legislation.
- Handle in Admin jobs and also manage with any complaint from staff.
- Co-ordinate any other matters related to staff welfare and company activities e.g. Medical Check-up, Health insurance, Life insurance, Car Insurance, Provident Fund, Uniform, Lunch, Company trip, etc.
- Assist in the general spectrum of HR admin functions and conduct welfare meeting with committees by quarterly.

## **5. Support HR Regional**

- Support and implement HR SEA projects related organizational development issues e.g. Employee evaluation, HRIS, Employee Engagement Survey, GLI and others from Siegwark Global.
- To be a part of Payroll auditor team for Siegwark SEA.
- Participate in HR cluster meeting in any countries of Siegwark (e.g. China, Indonesia, Malaysia, and Singapore)

**Company: Sterling Possessions Bangkok Co., Ltd.**

**August 2009 – October 2011**

**Business Type:** Jewelry manufacturer and exporter

**Position:** Expeditor

### **Responsibilities:**

- Expedite and follow up operation in production line to shipped on schedule
- Making sure each operation meets shipping dates according to sales forecasts or customer orders.
- Determining the status of assigned projects, expedites operations that delay schedules and alters schedules to meet unforeseen conditions.
- Ensures all parties are align of production status, work planning and execution objectives are integrated & communicated.
- Resolves problems utilizing acquired knowledge & analytical abilities.
- Meeting with Manager Director, Production manager, Q.A manager, R&D and Sale executive to discuss about status and problems of each job that responsibility.

### **REFERENCE:**

References available upon request.