



RUJIRA PHONGNONGNO

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Date of Birth: August 8, 1992 **Age:** 29 Years

Education

King Mongkut's Institute of Technology Ladkrabang (2015)
Bachelor's Degree in Agricultural Communication

Experience

Movf Media Group Company Limited (Starvingtime)

Apr 2021 - Present

HR Recruitment

- End to end of recruitment process.
- Collaborate with the hiring manager/ founder to get requirements for each position, send potential candidates and arrange interviews.
- Job posting (JobsDB, JobTopgun, JobBkk, Facebook), screen profile, interview to screening for potential candidate
- Analyze requirement of position and select suitable candidate to company
- Offering and negotiate salary with candidate selected
- Prepare contract document, SSO document and collect personnel employee document
- Manage and handle social security process
- Orientation and recommend new employee
- Manage probation evaluation process with hiring manager and employee
- Recruitment report

Experience**HRnet One Executive Recruitment (Thailand) Ltd.****Oct 2020 - Apr 2021****IT Recruitment (Tech Team)**

- Handel full cycle to recruitment process such as getting requirements, job posting, screen profile, interview, offering and negotiating salary and on-boarding coordinator
- Get requirement from client, analyzes and discuss the possibility of job requirement
- Search and screen resume for IT candidate from company database, LinkedIn, JobsDB, Facebook group and cold-calling
- Interview a suitable candidate via each channel as phone, VDO and deliver push the shortlisted candidate to client
- Maintain relationship and follow feedback closely with client and candidate
- Arrange an interview appointment between candidate and client.
- Negotiate salary and employment offer and finalize the arrangements between clients and candidates.
- Create jobs posting on jobsdb, linkedin and other social media

AOU Asia Recruitment Co., Ltd**Jun 2019 - Sep 2020****Recruitment Consultant**

- Overall handle end to end recruiting functions, getting requirements, job posting, interview, offering and negotiating salary and on-boarding.
- Get requirement from client, analyzes and discuss the possibility of job requirement
- Expertise in recruiting role of junior level - management level position
- Search and screen for suitable candidates in the assigned position and interview candidate via phone or face to face
- Arrange interviews schedules with both candidates and client
- Negotiate salary and employment offer and finalize the arrangements between clients and candidates.
- Administrate recruitment data and to regularly report to line management in order to increase the efficiency and quality of the recruitment operations.

Experience**GeniusSoft Co., Ltd.****Apr 2018 - May 2019****IT Recruitment**

- Overall handle end to end recruiting functions, getting requirements, job posting, interview, offering and negotiating salary and on-boarding.
- Screen CV for IT Candidate and deliver to the manager and then follow up and push them to the client until making an appointment between candidate and client.
- Screen and interview candidate via phone and face to face
- Responsible for publishing media for effective job applications such as Jobsdb, JobTopgun, JobThai, Facebook, Line for job postings and other channels.
- Coordinate with University for recruiting new graduates and join event jobs fair at university in Thailand.
- Arrange interviews schedules with both candidates and client
- Negotiate salary and employment offer and finalize the arrangements between clients and candidates.
- Prepare document for sign contract

Personnel Consultant Manpower Co., Ltd**May 2015 - Apr 2018****Recruitment Officer**

- Handle end-to-end recruitment process
- Screen for suitable candidates in the assigned position and interview candidate via phone or face to face
- Arrange interviews schedules with both candidates and client
- Coordinate with University for recruiting new graduates and join event jobs fair at university in Thailand.
- Negotiate salary and employment offer and finalize the arrangements between clients and candidates.
- Prepare document for sign contract

Skill: Microsoft Word, Excel, PowerPoint