

# WARAPORN KARNIN

Date of birth: 17 May 1995 (26 y)

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Address: 59 Sukhumvit 101, Bangchak, Phrakhanong, Bangkok 10260

### **KASETSART UNIVERSITY**

Industrial and Organizational Psychology

### **COMPUTER SKILL**

Microsoft Word, PowerPoint,
Excel >>> Vlookup Pivot and other

### **LANGUAGE SKILL**

Thai English

## **Work Experience**

# TALENT ACQUISITION Flash Express Company Limited March 2021 to Present

- Source candidates using a variety of search methods to build a robust candidate pipeline.
- Screen candidates by reviewing resumes and job applications, and performing phone screenings.
- Take ownership of candidate experience by designing and managing.
- Develop job postings, job descriptions, and position requirements.
- Facilitate the offer process by extending the offer and negotiationg employment terms.
- Manage onboarding and new hire process.
- Stay abreast of recruiting trends and best practices
- Manage the overall interview, selection, and closing process.
- Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations.

# TALENT ACQUISITION PEPSICO

September 2019 - August 2020

- Performs Job Posting and Interview appointment with line manager.
- Assist with any Campus Activities, Orientation Program and coordination for both external and internal stakeholder.
- Support all new joining documents for all new employees based in Thailand.
- Performs administrative and office support activities for multiple supervisors and supervise other support staff.
- Support all filling, ordering supplies and maintaining records and expense report for Talent Acquisition Team.
- Assist all Talent Acquisition Team for day-to-day operation.
- Coordinating with other functions and team members for projects and assignments ex. Internship Program, Business Challenge.

#### **HR OFFICER**

DHL eCommerce (Thailand) January 2019 - August 2019

- Support and assist overall HR&GA Functions, Recruitment, Time attendance, General Administration, Compensation&Benefit, Project activities.
- Processing all personnel action forms and ensuring proper approval.
- Screen candidates by reviewing resumes and job applications, and performing phone screenings.
- Arrange Interview schedule between candidates and hiring manager, sourcing, pre-screening and perform reference checks.
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
- Analyze and Summarise employee data&Information for management by the report, Organization chart, Manpower plan, Dashboard, Other
- Other related tasks assigned.

# **WARAPORN KARNIN**

## **Work Experience**

### **PAYROLL EXECUTIVE**

RLC Outsourcing Co., Ltd., January 2018 - December 2018

- Coordinate with client on the required data for supporting and processing the payroll including staff movement, Incentive report, Time attendance report and other.
- Prepare payroll report and other related report as requested.
- Calculate and record OT and other expenses through system.
- Update and maintain employee records and files.
- Analyze and Summarise employee data&Information for management by the Payroll report.
- Manage payroll processes within a timeline.
- Reviews and recheck the payroll report to complete all.
- Responsible for submit the social security, provident fund, personal income tax and others.
- Other related tasks assigned.