

# KEETAKAWIN SINGTHONG

📍 160 Thedsaban Sai 1 Rd. Wat Kanlaya, Thon Buri district 10600 Bangkok

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Date of birth	Nationality	Gender	Marital Status
03-12-1998	Thai	Female	Single



## CAREER OBJECTIVE

Sociology and Anthropology graduated.

Passionate in Human Resource Management, Business Development and Account Executive.

Possessed strong communication skills, positive-minded with adaptability, and quick learning person.

Looking forward to fine the new work's opportunity that can challengingly for improving my skills to the maximum.

## EDUCATION

### THAMMASAT UNIVERSITY

2017 - 2021

- Bachelor of Arts (Sociology and Anthropology) - Sociology and Anthropology Major
- GPA : 3.09

### SAINT JOSEPH CONVENT SCHOOL

2011 - 2017

- Mathematics - English Program
- GPA : 3.02

## WORK EXPERIENCE

### Shopee Express (Thailand) Co., Ltd

Jul 2021 - Present

#### Recruitment Support

- Source candidates using a variety of search methods to build a robust candidate pipeline
- Pre-screen candidates by reviewing resumes and job applications, and performing phone screenings
- Perform reference check as need
- Manage the interview and selection process
- Facilitate the offer process, managing onboarding and new hire process
- Internally support and coordinate with others teams to ensure the correctness of candidate's information

## EXTRACURRICULAR ACTIVITIES

### TU Freshy Games 2017

- Participate in cheerleading competition at University's freshy games - Received the first runner- up award

## MISCELLANEOUS

- |                   |   |
|-------------------|---|
| • Languages       | Thai (Native), English (Good working knowledge)   |
| • Computer Skills | Microsoft office, Google Gsuite, Adobe Lightroom and basic SPSS program   |
| • Soft Skills     | Time management, communication skills, persuasion skills, collaboration, critical thinking and willing to learn |
| • Interests       | Online games, Music, Movies, View exhibitions at the museum   |