

Teerapat Trakarnvichit

I am a young and energetic, friendly open-minded person, being a good team player seeks for a good opportunity for career path in Human resources field.

Contact Info

Tel: 087-995-0125

Email: Teerapat.bns@gmail.com

Address: 6 Soi Sukhumvit 23 Khlong Tan Nuea Wattana, 10110

Work Experiences

- **Company:** Accenture Thailand Aug 2019 - Present
 - **Position:** Recruiting Specialist - Thailand Campus Lead (SEA Role) Jun 2021 - Present
 - **Position:** Senior Recruiting Analyst - Thailand Campus Lead (SEA Role) – Aug 2019 – May 2021
 - **Job Description:**
 - Handle Accenture New Grad recruitment (Consulting + Technology Positions)
 - Handle Experience Hiring for Accenture Technology and Digital's recruitment demand (IT, Salesforce, DevOps and DEV Position)
 - Handle Experience Hiring for Accenture Strategy & Consulting's recruitment demand (Banking Industry)
 - Handle Internship Experience
 - Maintain good relationship among university and seek for new source of talent
 - Launch the campus campaign and activity
 - **Reported Line:** Thailand HR Lead, Thailand Talent Supply Chain Lead, SEA Campus Lead
 - **Underling:** 2
 - **Achievements:**
 - Accenture Elevate Experience
 - Intern Experiential Day
 - Campus Roadshow
 - Sponsorship Program
 - Case Competition

- **Company:** Flash Express Thailand Feb 2019 – Jul 2019
 - **Position:** Human Resources Business Partner
 - **Job Description:**
 - Work closely with head departments (11 People) and C-Level as a business partner to guide and enhance the operation and cost proficiency.
 - Responsible for all transaction of recruitment in the group of company (Current Task will be managerial level and above).
 - Implement new benefits to the organization
 - Act as a bridge between Line manager and employee
 - Provide strategic plan and solution to responsible departments.
 - **Reported Line:** CEO, Hr Director
 - **Underling:** 26 People
 - **Achievements:**
 - Complete Project 10K Staff
 - Conduct Criminal Check Project
 - Talent Acquire for GM position
 - Branch Split-Expansion Project (On-Going)
 - Implemented Loyalty Insurance
 - Outsourcing Payroll

- **Company:** Flash Express Thailand Dec 2018 – Feb 2019
 - **Position:** Senior Recruitment Officer
 - **Job Description:**
 - Responsible for Mass recruitment (PC Staff, Shop Officer, Driver, Biker, Warehouse Staff) for the whole country (End to End process).
 - **Reported Line:** Hr Director
 - **Underling:** 10 People
 - **Achievements:**
 - Set up Remote Team (On site team)
 - Complete Opening Hubs project (4 Hubs for 1,000 staffs)

- **Company:** Deliverree Thailand Apr 2018 – Nov 2018
 - **Position:** Human Resources Executive and General Admin
 - **Job Description:**
 - Recruit: Hiring all level of staff, more to be accountant, CS agent, IT support, sales executive, the highest position was assistant CS mgr.
 - Hiring: Conduct Employment contract.
 - HRIS: using cloud software BambooHR, keep the database up to date.
 - On boarding: Conduct Orientation
 - PMS: run probation process and keep record the data.
 - Payroll: Complete time attendance for all staff in company and complete the payroll (Genius Payroll)
 - Legal and Government issue: Visa Work Permit, BOI, SSO
 - Com & Ben: Monitor leave record, time attendance and OPD and IPD
 - Training: assess need of training and arrange training session to staff
 - **Reported Line:** CFO, Country Director
 - **Underling:** 2 People
 - **Achievements:**
 - Acquired BOI Full License
 - Person In charge of Region Outing (180 Headcount)
 - Implement Cloud Time attendance software regionally
 - Implement Payroll software in Philippines
 - Set up English Training Class

- **Company:** Shangri-La Hotel, Bangkok May 2017 – Mar 2018
 - **Position:** Human Resources Officer
 - **Job Description:**
 - In charge of Admin
 - HRIS: monitoring the employee's information and movement of transfer, promote, new hire, and resign using Eagle, Orisoft and Minaba system
 - Assistant for Training during orientation
 - On-Boarding: prepare all the equipment and any list needed for new hire before first date
 - ER: visit employee who has IPD, act as a hotel representative for wedding, Monkhood, and Funeral
 - CSR: draft memo and minute for CSR project, on-site to survey the location.
 - Recruitment (Daily, Temporary and Disable Staffs) (Waiter, Waitress, Housekeeper. Technician, and Steward)
 - Time Attendance: Monitoring and keep the record of leave.
 - **Reported Line:** Hr Director, Hr Manager, and Recruitment Manager
 - **Underling:** N/A
 - **Achievement:**
 - Engagement Activities Pumpkin craving

Internships

- Human Resources Department, Shangri-La Hotel, 3 Months
- Rotational Internship (Front office, Housekeeping, Kitchen, Food & Beverage) Salaya Pavilion Hotel Training Center, 3 Months

Educations

Master's degree Class of 2019

College of Management Mahidol University

Major: Leadership and Human Resources Management

Bachelor's Degree Class of 2017

Mahidol University International College

Major: Bachelor of Business and Administrative

GPA: 3.27 (Second Class Honor)

High School Class of 2012

Long Bay College International, Auckland New Zealand

Secondary and Primary School 2000 - 2010

Assumption College

Languages and Skills

- Thai, Native Speaker
- English, Fluent
- Proficiency in Microsoft Suit and G-Suit
- Photoshop, Window, and Mac IOS
- HR System (Eagle, Orisoft, Minaba, Genius Payroll)
- HR Cloud System Clockit. (Time Attendance), BambooHR (E-HRIS)
- Search Tools Recruiter: Facebook, Line Job LinkedIn, JobsDB, Jobth, Jobbkk, widely connected with search firm
- Facebook Business Manager and Grab for business.

Awards and Achievements

- TOELF IBT 573/670 as of 2018
- TOEIC 900/990 as of 2017
- Certify Google AdWords Seminar, class of 2015
- Committee of Math Club, 2014
 - o Organize Midterm and Final Tutor
- Member of Music Club, 2004 – 2010
 - o Saxophonist at Assumption College Band

Social Media

Facebook: Bonus Trakarnvichit

Instagram: Boonnuuss

Interests

- Reading
- Movie
- Stock and Investment
- Coffee
- Wine
- Music