



Kanokwan Prabsuk

Recruit and Training

I'm 29 years old.

High: 167 cm. Weight: 53 kg.

Phone No: 086-911-5411

Email: Kanokwan.ouan4113@gmail.com

Education

BA in Social Science for Development, GPA 2.84

Slipakorn University 2015

High School in Science and Math, GPA 2.92

Kanchanapisekwitthayalai Suphanburi 2011

Language Skill

Thai	■ ■ ■ ■ ■ ■
English	■ ■ ■

Computer Skill

Microsoft Office	■ ■ ■ ■ ■
Microsoft Outlook	■ ■ ■ ■ ■ ■
Lotus Note	■ ■ ■
Internet	■ ■ ■ ■ ■

Personal Skill

Friendly	■ ■ ■ ■ ■ ■
Leadership	■ ■ ■ ■ ■
Coordinate	■ ■ ■ ■ ■
Negotiation	■ ■ ■ ■ ■
Hiring	■ ■ ■ ■ ■ ■
Training	■ ■ ■ ■ ■

Work Experiences

Recruiter Officer

Aug 2020 – Present

Thai Energy Storage Technology PLC

(Japanese Company, 1,300 employees)



- End to End recruitment process.
- Coordinate with line manager and GM for arrange interview schedule.
- Advertising job opening such Jobs DB, Job Thai, Job Topgun and Job BKK.
- Fill in and update the employee profile in HR program.
- Notices new employee start working and training schedule to related department.
- Ensure pre-medical check for new employee and payment process to Accounting team.
- Training new employee and training evaluation.
- Introduce new employees by email.
- Take a photo and print employee's card.
- Generate employee number.
- Generate email and User ID.
- Coordinate with School and University about student trainee.
- Follow up the performance of new employee and student trainee.
- Coordinate with other department to arrange Notebook, Car etc. for new employee.

Recruiter Officer

Apr 2018 – Jan 2020

Fabrinet.Co, Ltd

(USA Company, 10,000 employees)



- End to End recruitment process.
- Coordinate with line manager and GM for arrange interview schedule.
- Salary Negotiate and benefits offer.
- Employment Agreement Contract and company policy.
- Recruitment tracking report and update candidate's status.
- Recruitment activities such as Open house, Job Fair, New Graduated Project.
- Advertising job opening such Jobs DB, Job Thai, Brochure and Link in.
- Support ER and CSR activities.

Recruit and Admin

Jul 2016 – Mar 2018

OS Recruitment (Thailand)

(Japanese Company, 7,000 Sub-Contract)



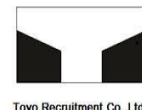
- Recruit candidate from client requirement.
- Coordinate with Client and candidate for arrange interview schedule.
- Salary Negotiate and benefits offer.
- Employment Agreement Contract between client and candidate.
- Advertising job opening such Jobs DB, Job Thai, Job Topgun.
- Participate in monthly meeting and share suggestion in teams.
- Follow up the performance of new employees
- Sales Coordinate and customer visit.
- Register new employee to SSO and submitted document to Government.
- Team building for staff activities.

Recruit and Admin

Jan 2016 – Jun 2016

Toyo Recruitment (Thailand)

(Contract 6 months)



- Recruitment candidate from client requirement.
- Coordinate with Client and candidate for arrange interview schedule.
- Employment Agreement Contract between client and candidate.
- Follow up the performance of new employees.
- Time attendance report.
- Finger scan and print employee's card.
- Register new employee to SSO and submitted document to Government.

Submission Officer

Jun 2015 – Dec 2015

VFS Global (Thailand)

(Contract 6 months)



- Check visa category and documents of applicant.
- Handled the customer queries in person and on the telephone.
- Prepared reports for day to day transactions.