

PERSONAL DATA

Name: Virosana Thongchoti

Nickname: Paint

Date of Birth: 2 November 1994

Sex : Female
Height : 169 cm
Weight : 60 kg
Nationality : Thai

Religion: Buddhism

CONTACT

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098 364 1652

in linkedin.com/in/virosanathongchoti

Lumpini Park Vibhavadi-Chatuchak, Chom phon, Chatuchak, Bangkok

EDUCATION

Mahidol University

Master's degree in College of Management, Mahidol University (CMMU) - 2022

• Business Management (3.65 GPA)

Silpakorn University

Bachelor's degree in Management Science - 2017

 Business Management and English (3.06 GPA)

BEC tero entertainment

Internship - 2016

• Human Resource Department

LANGUAGE SKILLS

→ TOEFI ITP - 490 (May 2021) → TOEIC scores - 585 (Jan 2017)

EXPERTISE

- Growth mindset
- Social Intelligence
- Creativity & Communication
- Training & Development
- Customer Service

Virosana Thongchoti

I am currently in charge of performance evaluation work at the Ministry of Foreign Affairs, Kingdom of Thailand in the position of Human Resources Officer. I was a Training and Development Assistant at PwC and in short I had experience in Sales Operation Executive at Kaidee. I graduated in Management Science from Silpakorn University and went on to study for a master's degree at the College of Management, Mahidol University.

I am now open to various job opportunities in order to apply skills and the abilities that I have for 5 years experience. Thank you for considering my profile.

WORK EXPERIENCE

Human Resource Officer

Personnel Management Bureau at Ministry of Foreign Affairs, Kingdom of Thailand from March 2021 to present

- Performance Assessment: Promotion (Diplomat, Home-based staff).
- Coordinate the preparation of the selection process for the meeting.
- Monitor the timeline by which staff must submit the document.
- Coordinate the finished document to get appointed by the committee.
- · Assistant to Covid-19 team, the daily report.

Sales Operations Executive

Kaidee from December 2020 to March 2021

- Responsible for posting the listings on Kaidee .
- Coordinate with working team to create listing for target sellers.
- Content creator (e.g. Prepare accurate and attractive contents and headline for products that will be listed on Kaidee platform).
- Verify the quality of media content (e.g. photos, headline, product description) before uploading them to Kaidee platform.
- · Track of team's weekly activities on CRM.
- · Research competitor's products.

Learning & Development Associate

PwC Thailand from September 2018 to December 2020

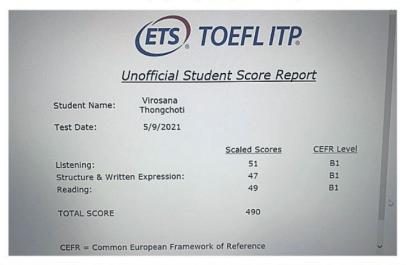
- Administration of training events, including preparation work Before, During and After.
- Liaison with training participants and instructors. Monitoring participants' completion of training.
- · Summarizing training evaluation forms.
- Verifying and submitting participants' and instructors' expense claims.
- Collecting data and other information for L&D reports.
- Preparing copies of training materials such as instructor manuals, handouts and notes for participants, and other support materials.
- Scheduling training sessions and sending notifications to participants.
- · Coordinating the preparation of training sessions.
- Preparing and distributing any training certificates.
- Taking care of related administrative tasks such as responding to emails and letters.
- Providing the L&D supervisor or manager with general administrative support.

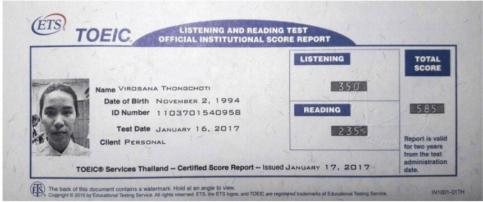
Receptionist

Philip Morris (Thailand) Ltd. from September 2017 - August 2018

- Serve as the first point of contact for organization.
- Greet and welcome visitors and guests.
- Handling incoming calls e.g. receiving and transferring phone calls.
- Supervise and track incoming and outgoing mails.
- · Take care of maids and messengers.
- Manage, inspect and control office equipment and pantry.

LANGUAGE SKILLS





MY LINKEDIN PROFILE



linkedin.com/in/virosanathongchoti