



KANOKWAN

SAMRIDNUN

I have more than 3 years of experience with human resource management. Multitasker who do jobs of HR unction from first step recruitment to employee development and I have had the opportunity to work on several exciting cross-functional jobs through coordinate with others.

Date of Birth : May 6, 1996
Age : 25 years old

CONTACT

Phra Kranong, Bangkok
094-695-3244
kanokwan.srn@gmail.com

WORK EXPERIENCE

- HRBP Officer,** OCT 21 - Present
GMM Grammy Public Company Limited
 - Manage and update employee's data
 - Update organization chart and manpower planning.
 - Support work permit and Visa for expats in Thailand.
 - Create media and Manage HR Communications through different channels such as Line OA, Poster, Email, Announcement.
 - Provide support to employees and managers covering all aspects of human resources management, employee benefit, employment law and our policies.
- HR Officer (Recruitment),** JUN 18 - SEP 21
Advanced Research Company (AR Group),
 - Manage the end-to-end recruitment process.
 - Coordinate with operation team, client and related department to understand the needs and the requirement in various projects.
 - Plan and arrange the recruitment pipeline, and ensure that placements are completed on time.
 - Analyze of recruitment data for delivering process improvement and solutions
 - Drive and coordinate related parties about candidates or employees to ensure project delivery to meet requirement, objective and timeline.
 - Create media and advertise job openings on careers pages, job websites and social networks.
 - Handling the administration tasks related to recruitments, training and employee benefits, including SSO, Criminal Background Check
 - Handle Engagement activities and initiative events.
 - Orientation for new employees
- HRBP Intern,** JUN 17 - AUG 17
Charoen Pokphand Foods PCL. (CPF),

EDUCATION

Bachelor of Political Science 2014 - 2017
in Public administration, GPA 3.67
Srinakharinwirot University. (SWU)

REFERENCE

Weeraya Seanhom,
Account Executive Manager, AR Group
• 094-654-4296

Ausanee Srisininukulpong,
Senior HRBP, GMM Grammy PCL.
• 080-434-9646

SKILLS

Languages

- Thai (Native)
- English (Intermediate)
TOEIC Score: 715

Microsoft Office

- MS Power Point
- MS Word
- Ms Excel

Others

- Adobe Photoshop
- Editing Video