



POONYISA DEETHONG-ON

HUMAN RESOURCE EXECUTIVE

PERSONAL PROFILE

An experience of eight Months in Human Resource with the time management, communication and people skills is looking for Human Resource position to become an expertise and a part of team to achieve the organizational goal

EDUCATIONAL TRAINING

Kasetsart University **August 2016 - April 2020**
Bachelor of Science (Psychology)
Faculty of Social Science
Major Industrial and Organizational Psychology
GPAX 3.45 (Second Class Honours)

Satri Si Suriyothai School **May 2013 - March 2015**
Senior High School
Sciences and Mathematics Program

SKILLS

Microsoft Office	Professional
Adobe Premiere Pro	Limited
SPSS	Limited
Illustrator	Limited

WORK EXPERIENCE

Human Resource Recruiter (Full-time) **December 2020 - August 2021**
vevo systems Co.,Ltd
- Recruitment and Selection
- Organizing meetings and appointments controlling access to the executive
- Orientation for new employees
- Preparing documents and checking the expenses of credit card
- Preparing employment contract documents and social security fund
- Summarizing the annual performance assessment of employees to the executive

Human Resource Management (Intern) **December 2019 - June 2020**
Nanyang Marketing Co.,Ltd., Bang Rak, Bangkok
- Recruitment and Selection
- Orientated the new employees
- Collected and concluded the data of employee's working hours and absences
- Communication, coordination, document and management. (Back to school 2020 Project)

Psychologist Assistant **September - October 2019**
Buddharaksa Foundation
The Art4Worth Season2 Project
- Minor's personality observation

Sales Assistant (Part-time) **July 2017**
Samsung Thailand, Sukhumvit, Bangkok
- Introduced products and persuaded to Thai and foreign customers.
- Assisted customers to complete their payment system.

LANGUAGES

Thai	Native
English	Intermediate
Chinese	Beginner

CONTACT

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