



Pitchaya Sanyakalin

CAREER OBJECTIVE

Looking for a challenging role in a reputable organization to utilize my technical, problem-solving, and management skills for the growth of the organization as well as to enhance my professional skills in the best possible way to achieving with the company's goals.

EXPERIENCE

Program Coordinator | AUA Language Center

April 2019 – present

Key responsibilities:

- Organized and managed program development from conception through successful execution.
- Designed program implementation and maintenance plan, including ensuring availability of appropriate resources.
- Provided ongoing direction and leadership for program operations.
- Maintained and developed relationship with customers.
- Sales, front-line support and program support.
- Providing counseling, needs analysis, consultancy services to clients.
- Establishing and assisting with any external corporate service office.
- Gathered and organized all printed materials required for program participation.

Human Resources Administrator | Sodexo Thailand

December 2018 – April 2019

Key responsibilities:

- Oversaw HR functions, including hiring, staffing, training, payroll and labor law compliance.
- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for new employees.
- Updated HR database with new employee information, changes in benefits and other details.
- Managed benefits enrollment by answering questions and aiding employees with login details.
- Prepared all human resource documentation, including new hire letters, employee contracts and corporate policies.

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SKILLS

- Team Leadership
- Process improvements
- Project support
- Consulting
- Teamwork
- Critical thinking
- Flexible & Adaptable
- Troubleshooting



Office 365

Intermediate

Thai: Native Speaker

English: Intermediate

EDUCATION

MAHIDOL UNIVERSITY

BACHELOR OF SCIENCE-BIOLOGY

2014 – 2018

SIYANUSORN SCHOOL

HIGH SCHOOL CERTIFICATE EQUIVALENT

2008 – 2013