



JATURAPON PO-ON

Address: 207 L.A. Mansion Soi Phetchaburi 5, Phetchaburi Rd.,
Thung Phayathai, Ratchathewi, Bangkok, 10400
Tel: 065 - 554 - 9893
E-mail: jaturapon.pn@gmail.com

Work Experience

HR Officer

College of Public Health Sciences, Chulalongkorn University | October 2020 - Present

Recruitment and on-boarding procedures

- make a recruitment plan, job announcement, and advertise for candidates sourcing
- prescreen and ensure that all candidates meet the required qualification, and make shortlists report directly to the director and the executives
- schedule time slots and set up the platform for candidates and executives interviewing
- prepare contract and other related documents (e.g. social security, criminal record check) for new both Thai and expat staffs, and support staff orientation for all related parties

HRIS

- administrate HR information system via ERP Program – SAP program, for example updating staff personal information, training and development program participation for annual individual performance assessment and college's quality assurance, and other HR data report as requested

Compensations & Benefits

- convey the information, support application, and act as a focal point for any queries in benefits (e.g. health and life group insurance, provident funds and etc.) for all staffs

Overseas staff Services

- complete VISA and work permit procedures for all expatriate staffs.
- facilitate expatriate staffs in order to coordinate with the Immigration Office, Revenue Department including translation services
- provide and communicate updated rules, regulations and benefits which are related to expatriate staffs

Operation/Administration and ad-hoc Tasks

- being a key person in academics staffs' assessment and document operation for higher faculty promotion
- coordinate for employee relations such as College's annual seminar, recreation activities, and in-house training
- handle the documents as assigned in general administration tasks
- process administrative support, take minutes to the Executives Board meeting, and any assigned as a secretary and/or secretary assistant
- assist the head of HR section or the executives as requested

Education Background

Bachelor of Political Sciences, Public Administration Major (GPAX 3.19)

Chulalongkorn University | 2016 - 2020

Extracurricular activities;

Class President of Senior Year, Political Science Student Union of Chulalongkorn University | 2019 - 2020

- communicated important information for all senior students, such as faculty news and student activities
- hosted student activities e.g. Internship Review Activities, Political Science Student Union Election
- coordinated with student affairs staff and student union to run advantageous activities to all students
- performed as one of the head staffs in PolSci rural development voluntary camp

Internship experience;

Personnel Division, Office of the Permanent Secretary for Interior, Ministry of Interior | June - August 2019

- assisted HR Planning officers in planning and revision new positions in the other organizations under the ministry, and any assigned tasks

Skill

Computer skills; MS Office: Proficient, SPSS Program: Beginner, SAP ERP: Beginner

Language skills; Thai: Native, English: Proficient (TOEIC score: 835), Korean: Beginner

References

Miss Thitinun Makkumnerd, Head of HR section

Tel. 02-218-8152-3 ; E-mail: Thitinun.M@chula.ac.th