

Kamonpron Tonkhoksung

kamon.ton39@gmail.com 064-073-6205

Address: 624 Din Daeng Rd, Din Daeng, Bangkok 10400

linkedin.com/in/kamonpron-tonkhoksung-2558a0176/

Summary

Highly motivated and experienced Human Resource Department with a proven track record of success in building and maintaining strong relationships with employees, full recruiting cycle, and managing employment laws that drive business results. Skilled in onboarding, employee engagement with excellent communication skills with multi culture organization. Passionate about creating a positive workplace culture and promoting diversity and inclusion.

Experience

Trienpont International Co., Ltd. Bangkok (Software Development Company)

March 2022 - Present

Human Resource Officer

- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews, including entering data into HR information systems
- Oversee working environment and create strategy to enhance internal relations with remote workers, build up engagement in workplace
- Take charge of remote and foreign employees by constantly following up and updating
- Organize performance review and update skill improvement, pursue internal communication related to personal and professional
- Manage payroll, labor and employment law, international contract agreement and process the work permit and related works for foreign employees
- Continuously seek potential candidates from different platforms to meet the demand of organization growth
- Responsible for a whole recruiting process from recruiting, hiring, and onboarding by performing talent pool screen, conducting interview, hard skill and soft skill assessment, negotiate with external partnership for contract agreement and set up team that brought up revenue of 18 million THB within 1 year
- Generate quarterly report related to Human Resource works and present to directors

Vanness Plus Consulting Co.,Ltd. Bang

Nov 2021 - Feb 2022

HR coordinator, Internship

- Coordinated and assisted manage the internship program
- Coordinated with Thai universities for collaboration
- Organized recruiting posts and reflected the effectiveness of each post
- Managed referral program for recruiting strategy

Community Service

Bangkok Community Help Foundation, Bangkok

February 2023

- Coordinated within the team to perform the class for children at Klong Toei community center

Ban Cheeva Silp , Knon Kaen

April 2019

- Collaborated internally for running Entertainment program for hospital patients

Community Based learning , Khon Kaen

March 2019

- Participated with team to Ban Haed Village for community learning and exchanged culture diversity

Education

Khon Kaen University (KKU)

Class of 2022

Faculty of Humanities and Social sciences Bachelor of Arts

Major in English and Minor in Spanish with combined GPA of 3.68

Folkuniversitetet, Malmö, Sweden

Oct - Nov 2016

Swedish A1 course

SKILL & INTERESTS

Application: Advance Microsoft word, Intermediate Microsoft Excel and power point

Language: Thai (Native), English (Professional), Spanish (Basic)

Strengths: Communicating, Strong work ethic, Interaction

Interests: Culture diversity, International Trade,