



Preawpan Vatawat

146 Sathorn 12, Sathorn Road, Silom, Bangrak, Bangkok 10500

Mobile: +66 954951465

E-mail: preawpan.v@gmail.com

Objective

To obtain a challenging position in **HR Manager** or any related human resources fields that provide career path together with visionary-human oriented management in your leading company.

Personal Details

Date of Birth: December 23, 1976

Nationality: Thai

Height/Weight: 156 cm / 50 kg

Religion: Buddhist

Education

2005 - 2007	Master of Human Resource Management (International Program) College of Management, Mahidol University
1997 - 2001	Bachelor of Art (Political Science), majoring in Public Administration Chulalongkorn University
1992 - 1995	Triam Udom Suksa School

Qualification

- Overall of HR knowledge perspectives (Recruitment, Training, C&B, ER) and HR Business Partner experience
- HR service minded, result-oriented, positive thinking
- Able to work hard under pressure
- Bright Spark Award, Certificate of Merits, Space Matrix APEC

Work Experience



November 2015 - March 2016

**Head of HR South East Asia
Alpha Packaging (Thailand) Ltd.**

(HRM / HRD Plastic Packaging Company)

Reason for leaving : culture and management conflict

- To develop and implement all relevant HR strategies to support business objectives and ensure compliance with tax and legal regulations in SEA region of responsibility. Monitor market trends and compensation best practices; prepare recommendations to country managers to ensure balance between control of costs and attracting and retaining staff while ensuring internal equity

- Design and implement a performance management program which will be used for employee development, short and long term incentives program, high value identification, and succession planning. Coordinate with Head Quarter level to align strategies and efforts within region
- Recommend HR policy changes to regional and local Senior Management. Assist management in any conflict resolution. Responsible for the prompt, and proper HR activities handling if investigations in response to employee grievance and Ethics Line compliance
- Assure that all personnel moves follow HR Procedures Manual guidelines



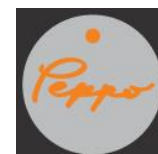
September 2013 – January 2015

**Lead - Human Resources
Space Matrix Design Consultants (Thailand) Ltd.**

(HRM / HRD Architecture & Interior Design Firm Company)

Reason for leaving : changing of HR policy from SG

- **HR Business Partnering**
 - Be Partner closely with business leaders on strategy, manpower planning, retention plan, performance review, salary planning, building talent pipeline, training development
 - Suggest and implement changes that aid international business to grow from HR perspectives
- **Recruitment**
 - Lead and strategize recruitment procedure for all groups companies in Thailand and ensure on-boarding processes are in place
 - Develop international HR strategies in accordance with guideline by local laws or company's regulation
 - Create compensation equity for target candidates and liaise working relationship with the external vendors
 - Update and maintain manpower planning and organization structure for Thailand branch
- **Training & Development**
 - Identify training needs and organize program for BU
 - Propose mentoring program for head level and management team
 - Help build a life-long learning environment within the businesses
- **Compensation & Benefit**
 - Provide insight on market salary situation to the business leaders in region and business units
 - Address, educate, lead and manage performance review with line managers and all staff levels
- **Employee Relations**
 - Partner with BU leaders to understand 'employee' and 'business' needs
 - Point of contact for all related regional HR issues (ie: hiring, transfer, termination, exit interview, visa & work permit)



February 2012 – October 2012

**HR Manager
Peppo Fashions Group Co. Ltd.**

(HRM / HRD Fashion-Retail Company)

Reason for leaving : end of project / prefer to work in international company

■ **Recruitment**

- Manage overall of Human Resources functions, including recruitment, compensation & benefit, training, & development, employee relations and HR Administration
- Initiate, implement, evaluate, and develop HR strategies, systems and policies in accordance with guideline by laws or company's regulation
- Plan and create competitive manpower plan to response requirement of retail business in time

■ **Training & Development**

- Responsible for update job description project that requires for re-organization / organizational development
- Initiate effective training course to improve organizational productivity
- Set up training budget plan

■ **Compensation & Benefit**

- In charge of payroll system management and annual salary increment
- Review and reset salary structure, position package, welfare and benefit to meet market standardization

■ **Employee Relations**

- Create good relationship between management and staff at front-line in order to strengthen work atmosphere
- Give advice to top management and line supervisor related to labour law issue

May 2008 – September 2011

NEC

**Deputy HR Manager
NEC Corporation (Thailand) Ltd.**

(HRM / HRD IT & Telecommunication Company)

Reason for leaving : re-organization within HR team

■ **Recruitment**

- Develop recruitment system and execute team for higher standard and effectiveness
- Standardize recruitment management and control operational recruitment procedure for all types of employment, including transfer, promotion, termination, and rewards & punishment case
- Utilize and advice appropriate HR strategic and labor law issue to solve manpower need's problem in short term by strengthen relationship with recruitment company and head hunter, student internship program, job fair
- Accurate and update manpower database for concerned regular or special report

■ **Training**

- Design training needs survey & training evaluation to get useful data for training development
- Plan and control training budget, conduct quality course to meet higher employee satisfaction
- Create training communication in intranet to ensure information approach and motivate self-learning
- Continue to arouse self-learning that lead to development for knowledge based organization
- Report company's training to Skill & Development Department-Ministry of Labor

■ **Compensation & Benefit**

- In charge of payroll system management with payroll outsource team
- Improve company's fringe benefit for competitiveness and attractiveness (hotel allowance, business trip allowance, medical allowance, sports & wellness allowance, special leave for extra urgent project)
- Negotiate to third parties in accordance with the best company's benefit, compromise and give advice for individual benefit's problem

- **Employee Relations**
 - Enhance one NEC team in all division which historical experience from merging by using HR tool
 - Create change in mindset for good relationship among employees and Japanese management
 - Develop communication tool and internal network for information sharing
 - Co-organize in both company's activity and NEC group's activity
- **HR Administration**
 - Lead team for improvement of proactive routine administration task
 - Contribute in other project implementation that requires HR support (SAP, Chris 21 project)
 - Issue company's letter of recommendation or memorandum as request
- **Regional function**
 - Cooperate for Regional HR-APAC meeting in Bangkok
 - Follow up & implement new regulations or mandatory project (SAP for HR, new employee's ID, template for J.D., e-learning, talent staff rotation program)

September 2007 – May 2008

dentsu
HR Supervisor
Dentsu (Thailand) Ltd.
(HRM / HRD Advertising Company)

Reason for leaving : finding HR career path

- **Recruitment**
 - Provide recruitment procedure systematically (exclude payroll system) and be centred of recruitment function
 - Practice tactical technique to fill specialization position with time constrain
 - Support Senior HR Manager for monthly manpower presentation and update organization chart
- **Training**
 - Assist HR Manager to create attractive training course in order to build innovative organization
 - Update training record in database and report to Skill & Development Department-Ministry of Labor
- **Compensation & Benefit**
 - Prepare, distribute, gather, analyze, and generate bonus evaluation report with top management team
- **Employee Relations**
 - Acknowledgement for company's regulation and internal announcement
 - Co-organize for company's activities
- **HR Administration**
 - Accompany in office supply maintenance and print company's letter of recommendation as request
- **Regional function** : Facilitate for data gathering with Dentsu Japan for company's Risk Management project

January 2007 - June 2007



HR Executive-Head of HR Planning
Petronas Retail (Thailand) Co. Ltd.
(HRM-Petrochemical Company)

Reason for leaving : conservative environment

- **Recruitment**
 - Process, manage, execute and report selection & interview status
 - Provide employment contract, orientation and report in-out status to Social Security's document
- **Compensation & Benefit** : Responsible for insurance benefit
- **Employee Relations** : Acknowledgement for company's regulation and internal announcement
- **HR Administration** : Re-continue all company's membership and support office supply maintenance



November 2001 - December 2006

**Section Chief of General Affairs Section
Bridgestone Sales (Thailand) Co., Ltd.**

(HRM / HRD Tire Company)

Reason for leaving : eager to find new HR experience

- **Recruitment**
 - Process selection & interview, present orientation, deliver Social Security's document
- **Training**
 - Organize, facilitate, recommend in-house training course within budget to Section Manager,
 - Report company's training to Skill & Development Department-Ministry of Labor
- **Compensation & Benefit**
 - Record, examine, control and report allowance for transportation, benefit for medical and sports
- **Employee Relations**
 - Acknowledgement for company's regulation and internal announcement among H/O and branch
 - Co-organize for company's activity (sports competition, new year party and company's trip)
- **HR Administration**
 - Update company's registration document, membership contract and telephone directory
 - Manage office stationery and support office supply maintenance
- **Regional function** : facilitate for data gathering with Bridgestone Japan for company's compliance project
- **Secretary** to Business & Administrative Director about

Activities / Rewards / Student Internship

2014	Bright Spark Award, Certificate of Merits, Space Matrix APEC
2013 – 2014	Guest Speaker at Chandrakasem Rajabhat University
Mar 2000 – May 2000	Student Intern, Banquet Department, the Grand Hyatt Arawan Hotel
1999	Being elected as Human Resource Committee of AIESEC, Chulalongkorn
1998	Liason in the 13 th Asian Games in Bangkok (cooperate with NHK TV, Japan)
1995	Sales representative, Chulalongkorn Business Administrative (CBA)

Latest / Expected Package

Latest package:	Basic Salary 100,000 THB, transportation allowance plus other company's benefits
Expected package:	Negotiable
Notice Period:	15 days