

SIWAPORN PATIPARNUMPAI

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EDUCATION

Bournemouth University, United Kingdom

September 2009 – March 2011

Master's Degree in Events Management

- Organizing the night party event which is "Easter Party" and being in charge of sales manager

Thammasat University, Bangkok, Thailand

June 2004 – May 2007

Bachelor's Degree in Political Sciences, Major: Public Administration

- Member, Language Club of Political Sciences
- Planning Staff in alumni of Political Sciences
- Event & Facility Planning Staff, The 60th Thammasat Universities and Chulalongkorn University Traditional Football Match

WORK EXPERIENCE

Smart Search Recruitment Company, Bangkok, Thailand

June 2013 – Present

Business Development Manager

December 2013 – Present

Responsibilities:

- To provide professional support and advice on recruitment process to client, HR Mgr., especially on the best recruitment services and interview selection process.
- Support to division managers and dot line manager to perform first screen candidate profiles, conduct skill test and also conduct interview.
- Maintain and updating existing sources and searching for new efficiency sources.
- Coordinate with the clients for employment contract with accurate data and having reference approved document.
- Update and maintain recruitment related report i.e. employee movement, headcount, new hired, and turnover report from client.

Human Resource Consultant

June 2013 – November 2013

Responsibilities:

- To research and key client sourcing activities within the organization
- To seek and screen candidates by phone interview
- To coordinate between clients and candidates for interviews
- To inform the results of interviews for candidates

Progress Software Co., Ltd., Bangkok, Thailand

July 2012 – June 2013

Human Resource Officer

Responsibilities:

- To seek / screen and make a short list candidates and also coordinate with candidate for interviews.
- To match candidates to suitable jobs
- To contact candidate for interviewing

- To provide support to recruitment activities.
- To follow up and register recruitment activities including: system updates, agenda, inform candidates about their process.
- To assist in the review of candidate details, interviews, tests and other selection processes.
- To follow up the recruitment process including registration of actions. To keep track and recruitment reports.
- To assist in the review of candidate details, interviews and other selection processes.
- To inform all relevant parties of the results of interviews and other decisions, and to assist in the negotiation of terms and conditions of employment.
- To perform application screening and to be part of interview process.
- To manage and plan recruitment advertisements.
- To negotiate with outsource vendor.
- To manage the outsource vendor contract agreement and ensure its compile with the company policy
- To coordinate with outsource vendor and all department on resource planning and selection.

Novo Nordisk Pharma (Thailand) Ltd., Bangkok, Thailand

November 2007 – December 2008

Human Resource Officer

Responsibilities:

- Recruitment

- Posting job vacancies on newspaper, internet, office bulletins and hospital notice boards
- Pre-screening job applications and relevant documents and forwarding them to Human Resource Manager
- Organizing tests for candidates including the English language test and the EQ test
- Checking test scores
- Coordinating with HR Manager, respective line managers and general managers for applicants' interviews
- Scheduling interviews for short-listed candidates

- HR Administration

- Updating employee insurance information
- Issuing and collecting employee ID Cards
- Collecting and filing exit interviews and resignation forms
- On-demand flight and hotel booking for sales people and executives

Electricity Generating Authority of Thailand (EGAT), Bangkok, Thailand

March 2007 – May 2007

Internship

Responsibilities:

- Preparing letters and general documents
- Preparing examination paper
- Analyzing manpower

SKILLS

- Language: Thai (Native) and English (Fluent)
- Computer: Proficient in using Microsoft Office (Word, Excel, PowerPoint), Lotus Notes and Access

HOBBIES

- Reading novels
- Listening to music