

Mrs. Patnaree Deesonthi Duma

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Religion: Buddhism
Nationality: Thai
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Education:

London Meridian College London, England
Postgraduate in Hospitality Management

London School of Hospitality and Tourism, University of West London, England
Graduate Diploma in Events management

University of Salford, England
Bachelor Degree in International Business

Work Experience:

Aug 2013 – Present **Compass Hospitality Company Limited**
Position: Corporate Talent Acquisition Manager
(Acting HR Director)

Responsibilities:

- Taking majority responses for corporate office's vacancy with minority supporting to pre-opening hotel and company's properties.
- Develop recruitment material and support the superior to launch and implement the activities in align with the policy.
- Work closely with HR Director and Senior Management team in every project and initiate recruitment development project.
- Participate in all recruitment activities i.e. mass recruitment project, job fair, contact University.
- Reference checking on shortlisted candidates before schedule interview by senior management.
- Salary survey for all positions and benefits for chain and non-chain hotels in Thailand.
- Responsible for all recruitment report and other task related as assigned by Superior.

Feb 2011 – Aug 2011 **Lebua Hotel at State Tower**
Position: HR Supervisor

Responsibilities:

- Take care for all recruitment process main focus on searching the potential candidates.
- Coordinate with all departments regarding HR subjects especially recruitment.
- Fulfilling recruitment activities to close all vacancies as per request of hiring.
- Arrange Employment processes and prepare necessary documents for hiring.
- Supporting and work closely with HR manager in every way to development of HR Strategies.
- Analyze data and generates reports such as absenteeism report, recruitment & hiring & probation report, Leave & Disciplinary Action etc.
- Supporting all paper work related.

Oct 2010 – Feb 2011

Resoucelink Thailand

Position: Executive Recruitment Consultant

Responsibilities:

- Handle in all recruiting process and presenting company's information to customers.
- Sourcing candidates by client's order, mostly potential came from direct competitor's business. □
Preparing short listed of qualified candidates for customer reviewed.
- Selecting the right candidate by client's order and appointed them to interview with clients.
- Keeping relation with clients and also join networking event for bring up new business.
- Supporting all paper work related.

April 2010 – June 2010

Rockefeller Foundation, Bangkok, Thailand

Position: Front Desk Assistant (Contract)

Responsibilities:

- Welcoming foundation's visitors and overseas guests visiting the Asia Office including attends to walk-in inquiries.
- Answering and screens all incoming telephone calls and maintains and oversees record of all incoming communications (proposals, grant reports, inquiries, pouches, faxes, publications)
- Creating and maintains good relationship with hotel's representatives to determine competitive market prices.
- Preparing office purchasing order of office equipment and supplies through the Office Manager.
- Ensures that office pouches are sent to foreign destination on timely basis.
- Contacting vendors to pick up payment checks and ensure all proper receipts are attached and return documents to the Accounting Department.
- Informs and coordinates with the office building management in case of emergency and office utilities malfunctioned.

Oct 2009 – Dec 2009

Highlander Hotel (Oxford Inn), UK

Position: Hostess and Waitress(Part time)

Responsibilities:

- Preparing coffee, tea trolley for breakfast and bread rolls for dinner.
- Greeting guests when they coming in the restaurant with warmly welcome.
- Setting up the table for breakfast and dinner time.
- Taking order and serving meals to the guests as they required.
- Clearing the tables and doing rotary job daily.
- Giving customers the best service with service mind as best as I can.

April 2009 – Sep 2009

Gairloch Hotel (Sherings), UK

Position: Hostess and Waitress(Part time)

Responsibilities:

- Preparing breads roll for serving guests for both of breakfast and dinner time.
- Greeting guests when they coming in the restaurant with warmly welcome.
- Setting up the table for breakfast and dinner time.
- Taking order and serving meals to the guests as they required.
- Clearing the tables and doing rotate job daily.
- Giving customers the best service with service mind as best as I can.

Nov 2007 – Feb 2009

Nation Multimedia Group , Bangkok, Thailand
(Department: Job classified/ Website: nationejobs.com)
Position: **Recruiter cum Marketing**

Responsibilities:

- Supporting sales department in recruiting process and dealing with customers.
- Monitoring in all recruiting process and presenting company's information to customers.
- Screening and Interview the right candidates with appropriated both for customers and company.
□ Preparing short listed of qualified candidates for customer reviewed.
- Meeting and brainstorming how to develop company's service and website **nationejobs**.
- Arranging campus visit or job fair event in the University or any well known college for collect data base.
- Being a part of team to organize Job fair project and the others all activities related duty and company.
- Making all report and sale activities to Manager.

Oct 2005 – Oct 2007

Monroe Consulting Group , Bangkok, Thailand
Position: **Senior Recruitment Consultant**

Responsibilities:

- Monitoring in all recruiting process and presenting company's information to customers.
- Presenting the company's proposal to the customers and negotiate about fee and condition.
- Interviewing and selecting the right candidates with appropriated for customer's needed. □ Preparing short listed of qualified candidates for customer reviewed.
- Performing recruiting the right candidate for customer's order and appointed them to interview process.
- Informing updated any promotions to customers and visit them for running business and keeping relation.
- Making weekly report and sale activities to Manager.

Extra Career Experiences: Participated in Universities Job fairs



Computer Skill: MS Office Word, Excel, and PowerPoint, Internet, Outlook.

Personality: Hard working, Fast Learner, Highly service mind, Pleasant personality, Get along well with people, Good interpersonal skill and able to work under pressure.

Interests: Yoga and Travelling.

Referee:

1. **Ms. Chutikarn Srichana**
Corporate HR Director, Compass Hospitality Tel. 087-926-2002
2. **Ms. Somboon Poonrak**
HR Manager, lebua Hotels & Resorts Tel. 089-024-4552
3. **Mr. Jay Jhingran**
Corporate VP, Operations, Compass Hospitality Tel. 098-369-7957