**MS PIYARAT CHANDRACOT**

**Contact Address:** 32/10 Punnavithi 20, Sukhumvit 101, Bangchak, Bangkok 10260

**Contact Number:** 081 545 2701

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**Educational Background:**

**2013** **MA.HR.** **(Labour Economics and Human Resource Management)**,

*Chulalongkorn University*

**2007** **Certificate Program** **(Marketing)**, *Thammasat University*

**2001** **BA** **(English)**, *Khon Kaen University*

**Summary:**

8 years experience as HRBP/ HR Administration

3 years experience in management position

5 years experience as Instructor

Extensive background in overall HR function

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**Professional Qualifications:**

**HRM**

* Hiring & Recruiting / Training / Labor Law
* Compliance / Investigation / Employee Relation
* Recruiting / Hiring process
* Performance Management
* Benefit & Compensation Administration

**HRD**

* Relationship Building / Teambuilding / Leadership
* Safety & Health Concern, First Aid / First CPR Training
* Training needs survey, Training Matrix, On The Job Training

**HRBP**

* Working with the management team for business review
* Providing consult on related HR issues
* Expedite employee engagement program
* Coordinate with other teams for HR concern

**Others**

* University Collaboration Program
* Visa and Work permit process
* Hotel booking, transportation arrangement, air ticket, Office management

**Other skills**

* SAP
* Microsoft Office
* Good command of English

**Professional Background:**

**No Magic Asia Ltd – *HR Manager*,** Oct 2015 – present (Information Technology, MNC R&D)

* Coordinate for University collaboration program
* Recruit and improve hiring process
* Administrate company page in Facebook
* Work with Management Team to improve HR process

**Mermaid Maritime PLC – *Assistant Manager, HR,*** Nov 2014 – Aug 2015 (Oil&Gas, MNC Services)

* Group manpower report
* Talent acquisition
* Training needs survey and training matrix
* Pension plan administration
* General Administration for Bangkok office
* HR group contact

**Schneider (Thailand) Ltd – *HRBP,*** Nov 2013 – Jul 2014(Electronics, MNC Manufacturing)

* Evaluate the manpower and performance according to business review process
* Preparing monthly HR business report.
* Managing ER issues, providing consult for ER issue.
* Assisting on the employee engagement programs through activities such as Communication Day, OneVoice Survey, etc.
* Coordinate for the CSR program
* Responsible on the implementation of global policy to ensure the alignment with local practice.

**LSI (Thai) Ltd – *HR Asst Mgr,*** Jan 2008 *–* Jun 2013(Semi-conductor, MNC)

* Evaluate, implement and develop performance standards for each key area of responsibility on the employee's job description.
* Established international and applicable standards when an assignment is made, and reviewed if the employee's job description need to be updated;
* Responsible for development and implementation of all global policies, training & development processes and all strategic performance projects across organization
* Assist on setting the quality and quantity performance standards for all departments
* Monitor and address legal compliance issues to by ensure that the organisation complies with local and national laws (for e.g. recruitment, diversity, data protection, employee contracts)
* Responsible for all Admin activities in site including security, transportation, accommodation
* Responsible for Training & Education activities for Thailand site
* Expedite employee engagement program for Thailand

**Let’s Talk International Language School – *Manager,*** Oct 2006 – Dec 2007 (Education, Business Owner)

* Responsible for recruiting and hiring activity
* Responsible for the course outline and course structure planning
* Plan for public relation activity
* Marketing plan
* Responsible for Compensation & Benefit, Payroll and general administration activities

**Udonthani Rajabhat University – *Instructor*,** Mar 2001 – Oct 2006 (Education, Government Organization)

* Responsible for the course outline designing
* Coordinate with other Department on University activities
* Manage classroom
* Monitor learning process
* Designing and developing assessment tools
* Evaluate and assess the learning activities