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| PERSONAL INFORMATION    **Name in English:** Duangsmorn CHAMABUTR  **Name in Thai: นางดวงสมร ชมะบุตร**  **Date of Birth**: 18th September 1967  **Place of Birth**: Bangkok  **Nationality**: Thai |

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| **EDUCATIONAL BACKGROUND**  Grad Year: 1990  Institution: Silpakorn University  Education Level: University  Degree: Bachelor Degree, Faculty of Arts  Major subject: Business Management  G.P.A.: 3.12  Grad Year: 1989  Institution: Y.W.C.A. Secretarial School  Education Level: 2 Year Course Y.W.C.A. Secretarial School, High Vocational School  Degree: Diploma  Major subject: Secretarial and Management  G.P.A.: 3.0 |

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| Supplementary Course:  1) Business Management in Australia  2) Certificate of ISO 9001:2000 Quality Management Systems  3) Certificate of Guideline for ISO14001:2004 and OHSAS18001:2007  Documentation |

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| **Executive Summary**  **Current Status: Unemployed**   1. **Position:** Human Resources Manager and Committee   **Position:** Purchase and Procurement Manager  **Period:** November 2015-April 2016  **Employer:** Phongsavanh Bank Limited, Vientiane Capital Lao P.D.R   1. **Position:** General Manager   **Duration:** Specialist – 3 month phase  **Employer:** GTP Theppareag Co., Ltd., Yangon, Myanmar  **Business Type:** Manufacturing –Garments, contractor Cutting, Sewing, Washing and Finishing   1. **Position:** Human Resource Management Manager   **Duration:** Contract Employee – 1st Phase set-up infrastructure and team  **Employer:** NGG Holding Group (Corporate)  **Business Type:** Manufacturing and Distributor; Jewelry, Watch, Drinking Water  **Responsibility:** 1) Recruitment 2) Payroll-C&B 3) Employee Relationship (ER) 4) Strategy and Planning, Policy and Procedures   1. **Position:** Personnel Manager; Recruitment, Payroll and Work Procedure Writing/Editing   **Duration:** Part time  **Employer:** Global-Finding.com (Thailand) Co., Ltd.  **Business Type:** Trading, Silver 925; bead; chain and finding   1. **Position:** QMR ISO9001:2000 Writing/ Editing and Training   **Duration:** Part time  **Employer:** Professional One Co., Ltd., and group of company  **Business Type:** HR Recruitment and IT Outsourcings   1. **Position:** Office Manager /Assistant to MD-GM   **Duration:** 1 year from January – December 2014  **Employer:** VNU Exhibitions Asia Pacific Co., Ltd.  **Business Type:** International Organizer and Exhibitions   1. **Position:** Project Manager / Assistant to MD-GM   **Duration:** 1 year January – December 2013  **Employer:** **NTT DATA Global Technology Services Japan Co., Ltd.**  **Business Type:** Global Technology Service  **Project:** Enterprise resource planning systems “ERP”  **by Microsoft Dynamics AX**  **For the Manufacturing of Automotive Part and Accessories, plastic parts, metal parts,**  general manufactured based in Eastern Seaboard Industrial Estate, Rayong   1. **Position:** Document Control Manager-Assistant to Managing Director   **Duration:** 1 year from January – December 2012  **Employer: HONGSA POWER COMPANY LIMITED (Laos PDR)**  **Project: Hongsa Mine Mouth Power Project Power Plant, Hongsa District, Chaiyaburi**  **Province, Lao PDR**   1. **Position:** Senior Technical Assistant for Document Management and Controller **and** Translator-Assistant to President   **Duration:** 5 years **from November 2006 to October2011**  **Employer: Pearl Oil (Thailand) Limited owns by Mubadala Group**  **Business Type: Oil & Gas, Petroleum**   1. **Position:** Senior Project Administrator **and** Translator   **Duration:** 19 months extended project (one year and seven months) from March 2004 to September 2006  **Employer:** IPM DANIDAหรือโครงการเสริมสร้างความเข้มแข็งแก่เกษตรกรด้านการป้องกันและกำจัดศัตรูพืชแบบผสมผสานในพื้นที่ที่มีการใช้สารกำจัดศัตรูพืชในปริมาณมาก undertaking by Department of Agriculture, Ministry of Agriculture and Cooperatives is an international joint venture project between Thai and Danish Governments   1. **Position**: SeniorProject Administrator **and** Translator   **Duration:** 1 year contract from March 2002-February2003  **Employer:** KASIKORNBA**NK PCL** Project: KBANK Strategy Technology of Enterprise  Project (“KSTeP”) หรือ โครงการยุทธศาสตร์ทางเทคโนโลยีของธนาคารกสิกรไทย  **Business Type:** Banking   1. **Position:** Project Technical Administrator **and** Translator   **Duration:** 1 year contract from January-December 2001  **Employer: ABB Limited**  **Business Type:** Manufacturing and Engineering   1. **Position:** Executive SecretaryTertiary and Assistant   **Duration:** 5 years from January1996 to December 2000  **Employer: Norton Rose (Thailand) Co., Ltd.**  **Business Type:** International Legal Consulting Service   1. **Position:** Executive Assistant   **Duration:** 6 yearsfromJanuary 1990 to December 1995  **Employer:** **AT & T (Thailand) Inc.**  **Business Type:** Telecommunication  **Major Responsibilities:**   1. HR Policy Management and Operations- Create and Designing, Writing, Editing and Reviewing 2. Functional Departments of Work Procedure, Work Instruction, Code of Conduct 3. Controlling and Monitoring 4. Implementing 5. Development   **Achievement:**   1. Communications the wishes of superiors 2. Decision Making, analyzing the situations and determining the best course of actions 3. Discipline and Coaching, ensuring that the business keeps competent employees, help employees or eliminating those who do not meet with organization's standardization. |