Saifon Nak-ai
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About Me

      I possess a strong passion for HR data analytics to inform strategic decision-making within organizations, and I am confident that my skills can significantly contribute to this process.g

Portfolio

- GitHub Portfolio / WordPress Website
- Spreadsheets
- SQL Database (Replit, R connect database)
- Dashboard
- Statistical Knowledge / Project ⇒Regression, AB Test, Confidence Interval

Work Experience

- **24 shopping co., ltd. (January, 2021 - Present)**
  - **Human Resource Information System**
    - Organize and maintain HR data in accordance with the company's organizational structure.
    - Create and maintain visualization dashboards and reports for general managers in managing their workforce.
    - Responsible for creating and tracking reporting on recruitment processes.
    - Documenting processes, identifying HR concerns, and compiling data analysis.
    - Monitor and analyze quarterly employee performance data.
    - Implementation and development of the HR system for Probation.
    - Training and utilizing PowerApp to Improve employee transferring process.
    - Participated in employee engagement activities.
    - Control permission accessing PDPA.
    - Ambassador for corporate governance.
  - **Human Resource Administration**
    - Maintain employee contracts & data (Peoplesoft). (Combines documenting and recording)

- - Onboard new hires (training & data). (Combines new employee orientation and data entry)
    - Manage recruitment agency payments & training costs.
    - Provide validated employee data (onboarding, new hires, calibration).
    - Design & promote information events.
  - **Multi Scitech Co.,Ltd (May, 2019 - Nov, 2020)**
    - **Coordinator**
      - Coordinate project management tasks, resources, and equipment.
      - Communication and follow up the task with customers.
      - Prepare and summarize weekly or monthly project reports.

Education
- Bachelor of Science Program in Home Economics - Family and Child Development (GPA 3.32)

Certificate
- Data Science Bootcamp - DataRockie (2023)

Certificate
Skill / Language