

# Butsaraporn Siriwattanakul



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## CAREER OBJECTIVE

I graduated with a degree in social work, where I learned about embracing human diversity, respecting individuality and empathy towards others. During my studies, I had the opportunity to intern in various organizations, social welfare agencies, and community settings, as well as participate in university activities. Upon graduation, I gained work experience in human resource management, including payroll administration. I also created employee engagement through activities and established employer branding for organizations. I led the process of organizing activities, combining the knowledge and experience I acquired with my personal traits of being eager to learn new things, being creative, detail-oriented, and self-organized. I apply these qualities to my work with confidence that I can perform assigned tasks well and believe I will be an effective personnel to promote the growth of the organization.

## QUALIFICATION - SKILLS

- Professional in computer skills
- Expert in Microsoft Office
- High sense of responsibility
- Good personality and team coordination
- Creative thinking and self-confidence
- Willing to learn and open-minded
- Basic in English
- Professional skill in social work, Communication, Counseling, Empathy

## PROFESSIONAL EXPERIENCE

### HR Officer

**Thai roong ruang corporation limited | Nov 2023 - Current**

#### Responsibilities

- Prepare monthly salaries for approximately 100 employees using the Tiger Soft system.
- Develop Employee Engagement Activities by designing activities for employees and budgeting for these activities throughout the year.
- Create Employer Branding for the organization by generating content on the Facebook page to enhance external awareness.
- Design artwork for internal company activities and create content for the Facebook page.
- Act as a presenter/host in company events.

#### Success in the role

- Conduct Town Hall events to build relationships between management and employees, ensuring understanding of organizational goals and directions for the year 2024. Encourage employee awareness of utilizing Chat GPT and AI in their work.
- Design and edit a video for Christmas and New Year's greetings, involving employees in filming and showcasing their talents.
- Organize Christmas & Happy New Year Party activities.
- Facilitate the Sharing Club activity for employees to collectively create New Year's greeting cards using Chat GPT.
- Establish a Facebook page and design employee cards.

### Payroll Officer

**Humanica Public Company Limited | Oct 2022 - Sep 2023**

- Manage payroll processes, prepare payroll calculations and ensure the completeness and correctness of the payroll process within a timeline.
- Responsible for time attendance records, social security, provident fund, personal income tax and others.
- Prepare monthly reports (Social security, personal income tax, overtime report,(PND1) and yearly reports (PND1K and tax certificate) within time frames.

## PROFESSIONAL EXPERIENCE

### Internship

- **Rangsit City Municipality | Feb 2022 - Apr 2022**

Green space Transit project, a public park for Nakhon Rangsit people. This project is a combination of Nakhon Rangsit people's opinions and the knowledge of social work subjects. The purpose is to create welfare, study the data for analysis plan by using tools (opinion poll). Then, find the strengths of the Rangsit area and the remaining resources for planning the park for all targets including children, teenagers, working age, and the elderly.

- **Nongsua Subdistrict Municipality | Dec 2021 - Feb 2022**

The knowledge Management (KM) is a new project by my team which collects the knowledge from the production of dragon fruit crackers and earthworm fertilizer. This project is working in the Nongsua community and the purpose of this project is to collect the data and develop the community, moreover, to let everyone in this area access the information and knowledge. Therefore, Nongsua people can be knowledgeable including solving problems within the organization community effectively.

- **Internship at Social Assistance Center Hotline 1300 Ministry of Social Development and Human Security | Jun 2021 - Aug 2021**

### other experiences

- student council (social work faculty)
  - Social Work Camp
  - Chula-Thammasat Traditional Football 72 Satff
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## EDUCATION

### **Bachelor of Social Work | 2019 - 2022 Thammasat University**

- Major : Bachelor of Social Work
- Minor : Elective subject (Criminal Justice Social Work, Health and Medical Social Work, Child Youth and Family Development)