

MS. SASINUN TANAPHONLUALON

36/73 The Ricco Residence Wongwaen-Hatairat,
Soi Thai-Raman, Hathairat Road,
Samwa-Tawantok, Klongsamwa,
Bangkok 10510

Tel: **098 261 5144**
Email: t.sasinun@gmail.com

Salary: Negotiable



Education/Qualification:

1996-2001	Primary School and Secondary, major in English-French, Seekun (Wattanananupathum) School
May 2001	Diploma in English language studies a course instruction in English conversation, British-American Institute.
March 2007	B.B.A. (Tourism and Hotel Studies) Faculty of Humanities, Bangkok University
May 2009	Certificate of Completion the program of "Who Moved My Cheese & Brain Gym"
May 2017	Certificate of Completion the program of "The 7 Habits of Highly Effective People"
May 2019	Certificate of knowledge on social security work
Nov 2020	Certificate of Completion the program of Basic firefighting training course
February 2023	Certificate of Completion the Mini Master in HR Management Faculty of Economics, Chulalongkorn University

Employment History:

NOVEMBER 2022 – PRESENT

Generali Life Assurance (Thailand) Plc.

Position: Executive –People Development & Engagement

Location: Ploenchit, Bangkok

Responsibilities:

- Manage a Compulsory Training Course on WELEARN (organization's learning systems) & follow-up together with GARO's (Generali Asia Regional Office) Support Team
- Renew & Enroll a licensing or requirement of employee training program such as LOMA, IC license
- Work as a project coordinator for all training & development program
- Co-ordinate with outside training vendors for employee special / outside training program
- Manage all training documents, administrative job & procurement process
- Record employee training data
- Manage & follow DSD regulations for company TAX reimbursement
- Manage & control budget
- Work with vendors, partners and colleagues and Genclub members to communicate, design, conduct and evaluate effective and efficient engagement activities
- Service Facilities for employee activities ex.: Badminton court, Football field rental, etc.
- Conduct Special Company Events

OCTOBER 2008 – OCTOBER 2022

Bausch & Lomb (Thailand) Ltd.

Position: HR Administrative Assistant

Location: Bangrak, Bangkok

Reference:

Ms. Jiranath Choosang
HR Manager/ Bausch & Lomb (Thailand) Ltd.
Tel: 099-194-9002

Responsibilities:

HR operations

- Updating HR databases employee OPD Claims, Monthly Expense claims, Monthly Leave Reports and maintaining the record to HR, and Monthly Fleet Card Reports to Finance.
- Updating and maintaining Leave Management System
- Preparing and keeping track of the Skill Development Training Information and reporting to the Department of Skill Development
- Enroll and update new employees to Social Security Admission.
- Coordination with Hospitals for Annual Physical Examination programs, Pre-Employee Check-up and Influenza Vaccination
- Coordination with a group insurance broker for employees, OPD, ER Acc. Claims, Travel Insurance
- Monitor Office Cleanliness (workspace, pest control) organized and clean
- Update and maintain training documentation as guided according to Quality Policy and SOP.
- Cost saving, reduce unnecessary costs such as the unimportance of stationeries, copier paper, Box files, and printing costs).

Support HR Communicate and Assist with day-to-day operations of the HR functions and duties of daily work life with Employees.

- Organizing the workplace in accordance with appropriate distancing requirements to minimize unnecessary close physical interaction between both employees and visitors.
- Communicate with Employees/keep updated on SSF benefits (sickness, dental service, maternity, etc.), employee wellness, company benefits
- Provide Free contact lens& solutions distribution/Discount program (Vision Care Benefit)
- HR Activities (Training, engagement events)
- Scheduling appointments and interviews with employees and new candidates, Employee orientation program (booking space, coordinating participants' calendars, contacting candidates for interviews)
- Process all necessary to support employees/new joiners to work effectively (access card, parking card, name card, stationery, LMS, HR benefits, etc.)
- Assisting with internal event organization and coordination and training activities.
- Answer employee queries about HR-related issues, providing information to employees with any benefit claim issues or concerns.
- Keeping up with important articles/information that is useful for employees as I can communicate with employees about Health Care, especially during the covid-19 pandemic.
- Manage Safety Control Visitors during the covid-19 pandemic.
- Coordination with SSQ Building, report to them some inconvenient situations (Lost mail, AC, lights, clogged sink, etc.)
- Manage on janitor's duties schedule.

JUNE 2008 - SEPTEMBER 2008

PLAN International Asia Regional Office

Position: HR and Administrator Assistant

Location: Sukhumvit 19 Road (Wattana), Bangkok

OCTOBER 2006 - SEPTEMBER 2007

The Legists Ltd.

Position: Administrator

Location: Rama IV Road, Silom, Bangrak, Bangkok

JULY 2005 - SEPTEMBER 2006

The Office of Chartthai party, Donmuang branch office

Position: Administrator and Public Relation

Location: Seekun, Donmuang, Bangkok

Summary of Skills and Experiences:

- Planning and organizing
 - Good communication skills - written and verbal
 - Problem assessment and problem solving
 - Operation of standard office equipment.
 - Administrative procedures and systems such as filing and record keeping
 - Customer service orientation
 - Principles and practices of basic office management
 - Competent computer skills including MS Office, Adobe, Canva
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Self-Description:

Excellent verbal and written communication skills. Solid multi-tasking and assist overall general administration for entire organization, Good personality. The kind of work in which your company is engaged particularly interests me. I feel I have the necessary qualifications and experience needed for the position of your requirement.

With my job as HR Administrative Assistant for Bausch & Lomb (Thailand). I am passionate about my work. Because I love what I do, I have a steady source of motivation that drives me to do my best, this passion led me to challenge myself daily and learn new skills that helped me to do better work. I have self-motivated and work hard and be able to work under pressure and the experience of the computer skills and assist to HR Manager for many years.

About my career goal, I would like to see myself working in your company. I can work in the teamwork and I can work under pressure. I trust you will consider me to this position.

In my personal growth I will improve my knowledge of the HR field. I'm excited about the opportunity to work with a mentor and immerse myself in learning new skills. So, over the next 5 years, I want to complete the internal training program for my position. I see myself taking on as many complex assignments as the position would allow. I understand that it's of value to you to find people prepared to do so.