



Mr. Ponnapoom Reangsuwan

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Email : c_ponnapoom@hotmail.com

Birth Date : 16/02/1990 Marital Status : Single

Military Status : ROTCS Religion : Buddhism Start Date : Immediately

EDUCATION :

- Master of Business Administration in Management,
Ramkhamhaeng University, Thailand 2018, GPA **3.51**
- Bachelor of Business Administration in Marketing (**English Program**),
Rajamangala University of Technology Thanyaburi, Thailand 2012, GPA **3.29**

EXPERIENCE :

- Debt Management and Collection Officer (3-month Contract)
KrungThai Bank Public Company Limited.
Mar 2019 - May 2019

1. Issue letter of debt and invoice. Including calling to collect debt and refusing to request a debt repayment grace Including saving information and various reasons to the work system.
2. Considering the request for waiver of the borrower according to the specified criteria and recording the information in the work system.
3. Record and update information of borrowers who are disabled or disabled in the work system.
4. Improve debt of the borrower with the court's judgment under the compromise agreement and the judgment.

EXPERIENCE :

- HR and Admin Officer

Wingspan Services Co., Ltd. is a subsidiary of Thai Airways International Public Co., Ltd.

2012 – 2016

1. Prepare documents, announcements, and orders for employees in the company to acknowledge.
2. Forwarding all correspondence, such as letters, emails and packages to staff members.
3. Responsible for Time Attendance , including organizing monthly statistics.
4. Monitoring and maintaining office equipment and inventory supplies.
5. Summarize the amount of office equipment sent to the purchasing department for purchasing.
6. Inspect products from the purchasing department and creating, updating, and maintaining records and databases.
7. Creating reports and memos for all-level officers as needed
8. Withdraw money to pay for miscellaneous expenses.
9. Take care of office systems and delivery employee.
10. Scheduling meetings and booking conference rooms.

To support recruitment team :

11. Check the personnel application and prepare documents for recruitment.
12. Recruiting through the company website Recruitment website University (jobfair) or Facabook group, Line group.
13. Select the application form Preliminary interview by phone As well as contacting the appointment of candidates for testing or interviews.
14. Check the documents of the applicant for interview and selection by method In order to select suitable personnel.
15. Contact for appointment of job applicants that have been selected. To contract As well as coordinating the work start with the related department.
16. Summary of work reports for each week and each month.
17. Orientation for new employees.
18. Create employee profile.
19. Propose new recruitment channels, such as online channels Walk-in Interview activities, etc.
20. Other assignments.

Activities :

- Study abroad in Vietnam 2017.
- IS (Independent Study) was “ Factors affecting decision to buy a Condominium 2017 ”.
- Study a system and culture of Thai Airways Co., Ltd. 2012 – 2016.
- To be DJ. 107.75 and presenter of Bachelor of mass communication 2009 – 2012.

SPECIAL SKILLS :

- English Language: Speaking is Good, Reading is Good, Writing is Excellent.
- China & Japan is training (Basic).
- Computer Skill : Word, Excel, PowerPoint, SPSS, Photoshop, Outlook, Gmail, Internet.