

Mr. Akarasat Supalaiwat

Address : 132 Soi Charoenkrung 103 Watphrayakrai Bangkholaem Bangkok 10120

Tel: 089-532-0865

Email: akarasat.95@gmail.com , akarasat_95@yahoo.com

Birthday: 16 Feb 1995

Military Status: Exempted (Finished Military Service Training of Territorial Defense Course).

Height: 170 cm. Weight: 63 kg.

Start Work: Immediately

Expected Salary: 25,000 – 28,000

Summary

Recruitment Officer with Corporate and Recruitment Agency with 3 years of experience. sourcing a position in IT and Non-IT. Works well in both team-based and self-directed environments. Enthusiastic learner. Willing to travel.

Education

Ramkhamhaeng University

Bachelor of Political Science : Public Administration. Graduation : 2016

Skills & Abilities

LANGUAGE

- English – Listening: Good, Speaking: Good, Reading: Good, Writing: Good TOEIC Score Listening 290 Reading 225 Total Score 515 (December 12, 2020)
- Chinese – Listening: Good, Speaking: Fair, Reading: Fair, Writing: Fair

RECRUITMENT & TALENT ACQUISITION SKILLS

- Recruitment / Talent Acquisition Techniques
- Executive Recruitment / IT Recruitment / Technical Recruitment / Mass Recruitment
- Sourcing & Resume Screening
- Job Post Writing
- Interviewing & Negotiation
- Good Communication Skills & Good Listening Skills
- Social Media (Linkedin & Facebook)

PROGRAMS COMPUTER

- Microsoft Office such as Word, PowerPoint, Excel, and Outlook Programs.
- In Addition to use program such as Lotus Note, Adobe Reader, G Suits (Gmail, Google Doc, Google Sheets, Google Slide), Canvas, and SAP Success Factors
- Typing Thai 40 wpm. English 40 wpm. Chinese 20 wpm.

HOBBIES

I like to read a book such as Entertain Book, Science Fiction Book, and Social Book Moreover I study about face reading that is a Physiognomy Book.

Training Course

- Training Course in Finding the Right Talent at Korn Ferry on February 2021
- Training Course in English for Career Development at Coursera (Present by University of Pennsylvania) on March 2021
- Training Course in Diversity and Inclusion for HR Professionals at Coursera (Present by University of California, Irvine) on March 2021
- Training Course in English for Business and Entrepreneurship at Coursera (Present by University of Pennsylvania) on June 2021
- Training Course in Organizational Analysis at Coursera (Present by Stanford University) on June 2021

Work Experience

IT Recruitment Officer

C.S.I Thailand Company Limited

February 2022 –July 2022

- Manage recruitment process for assigned positions, development recruitment strategy, candidate selection, reference and background checks, salary negotiations.
- Conduct meetings with Hiring Managers to ensure a clear understanding the role.
- Develop high-quality of local recruitment processes to onboarding processes
- Build commitment of hiring managers to follow best practices of recruitment life cycle
- Conduct thorough prescreening interviews and recommend highly qualified and diverse candidates who meet the requirements for the role.
- Collect relevant personnel documentation.
- Report to TA Manager on a weekly basis regarding the status of assigned roles.
- Find Position IT & Non-IT Positions
- **Achievement:** *I have closure in the position of IT Role, Including Project Manager (Infrastructure), Project Leader (AX), Java/C#.NET Programmer (Leasing), C#.NET Programmer (Data Scientist), System Analyst (Production Planning), Java/ C#.NET Programmer (Manufacturing), Assistant Sales Manager (IT Presales)*

IT Recruitment Consultant & IT Recruitment Researcher

CXC Global Thailand Company Limited

November 2021 – February 2022

- Work closely with Country Manager, Recruitment team Lead and Senior IT Recruiters in sourcing the potential IT candidates to fill in the open role of both permanent and contracting demand.
- Call screening the suitable candidates whom responsible to apply the job roles via all of job boards and company's website to get qualified CVs and forward to all of recruiters for the next process of recruitment cycle.
- Actively source the candidates from various channel for instance via LinkedIn, our existing databases, web portals of IT community and map them with all of open roles which will be assigned.
- Adding new CVs of the candidates in the company database (Vincere) and keep updating the activities in system daily basis.
- Regular daylily basis contact with existing and new candidates via phone call, email, social media etc.
- Strengthen the relationships with prospective candidates from database or any network which can become the potential ones to our job opens.
- Other ad-hoc activities work in the recruitment cycle.
- Find Position IT & Telecom Positions

IT Recruiter & Human Resource Consultant

Freelance

November 2020 – October 2021

- Manage Full-Cycle recruitment for a host of assigned searches
- Sourcing, Pre-Screen, Interview Schedule, and Process all Prospective Candidate
- Conduct Screening Interviews over The Phone
- Actively Source Candidate for Open Positions/Roles Using all Possible Recruitment Methods - Web Portals, Databases, and Contacts
- Find Position IT & Non-IT Role
- **Achievement :** I have closure in the position of IT Role & Non-IT Role, Including iOS Developer, Back-End Developer, FullStack Developer, Software Tester, Front-End Developer, Mobile Developer, Quality Assurance Engineer, Product Owner, Project Manager, and Warehouse Staff

IT Recruitment Researcher

ADI Resourcing Company Limited

DECEMBER 2019 – July 2020

- Search, Prescreen resume to add-on for company database.
- Maintaining the Trackers, assisting in maintaining the job portal, database, and reports.
- Coordination with the Team Lead to present any candidate profile.
- Assisting Team Lead, and Coordinate with all Recruiters for sourced resumes to edit and share to team.
- Prepare recruitment report wherever necessary.
- Documentation as assigned
- Be responsible to complete the tasks assigned by Team Lead
- Find Position IT & Non-IT Role
- **Achievement :** I have closure in the position of IT Role, Including Java Developer, PHP Developer, and C#.NET Developer

Recruitment Officer (Contract)

Central Restaurants Group Company Limited

October 2019 – November 2019

- Recruitment of operational staff in accordance with the specified policies and plans.
- Compilation and Selection the Application Form. and The Preliminary Applicant to find suitable candidates as needed Including overseeing tests / competency assessments of applicants and the qualifications of the applicant to be modern and able to show results that are close to reality
- Supervising and reviewing job application information to make announcements for public relations in various sources
- Check the accuracy of work documents. Before delivering to the relevant parties.
- Prepare a summary report, including accurate and complete analysis of department data as assigned
- Find Position (Operational Staff – Mass Recruiting)

Talent Acquisition Associate

Teledirect Telecommerce (Thailand) Company Limited

April 2019 – June 2019

- Consult with Talent Acquisition Lead and hiring departments in identifying hiring needs.
- Review resumes, credentials and qualifications of applicants.
- Conduct initial and behavioral interviews for agent candidates based on hiring profile of client and hiring managers.
- Conduct short listings and schedule interviews for agent posts.
- Perform administrative tasks to complete master list of on-boarding candidates. • Maintain accurate documentation of candidates.
- Manage communication with candidates and hiring department.
- Make follow-up calls to candidates for recruitment requirements.
- Find Position (Customer Service, Call Center, Telesales, HR, Marketing, Accounting – Mass Recruitment, In-House Recruitment)

Recruitment Coordinator (Contract)

Sharp Thai Company Limited

December 2018 – January 2019

- Welcome the candidate and the person who contacted for an interview.
- Organize meeting room reservations for job interviews with candidate.
- Call for Candidates for Job Interview, and Confirm phone interviews with candidates.
- Recruiting qualified and suitable for the job.
- Prepare all relevant documents for job interview.
- Other duties as assigned.
- Find Position (Sales, E-Commerce, Modern Trade, HR, Supply Chain, Procurement, Customer Care, Warehouse Operation)

Other Experience

Marketing Support

CP ALL Public Company Limited

May 2018 – August 2018

- Check Stock and other assign by supervisor

Accounting Support

MG Sales Thailand Company Limited

November 2017 – December 2017

- Check tax invoices related to spare parts for cars and related products.
- Check Payroll Document Related to salaries
- Check documents related to Department Of Accounting and Finance such as travel expenses, Housing Fee and The cost of living.
- Obtain documents related to Department Of Accounting and Finance such as buying and receiving checks

References Character

Mr. Krittayaboonthai: Education & Strategic Sourcing Manager

Address: Central Restaurants Group Company Limited - 306 Soi Silom 30 5th Floor, Central Silom Tower Suriyawongse Bangrak Bangkok 10500

Tel: 02-635-7930 Ext. 6315, 083-013-5777

E-Mail: krittayabo@crg.co.th

Ms. Wasana Kumprachom: Division Manager

Address: Central Restaurants Group Company Limited - 306 Soi Silom 30 5th Floor, Central Silom Tower Suriyawongse Bangrak Bangkok 10500

Tel: 02-635-7930 Ext. 8825, 089-157-5852

E-Mail: wasanaku@crg.co.th

Mr. Rungroj Srirattanaroj: Managing Director

Address: CSI Thailand Company Limited - 191 28th Floor, Central Silom Complex Tower Silom Road Silom Bangrak Bangkok 10500

Tel: 02-231-3851

E-Mail: rungroj@csithai.com