

# KANOKPON TACHAMENA



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## CONTACT



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## CAREER OBJECTIVE

Seeking a legal position to contribute my skills, knowledge and abilities in monitoring, analyzing, advising in legal field and providing administration support, including to participate in enhancement and implementation of governance management and compliance

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## EDUCATION

2017 - 2013 ● Chulalongkorn University  
Faculty of Law, GPA 3.38  
2013 - 2010 ● Bangkok Christian College

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## EXPERIENCE

2017 - 2022

Consultant, Corporate Secretary

Tricor (Thailand) Ltd.

- Assisting in organizing Board of Directors' meeting and Shareholders' meeting, and preparing agendas and paperwork including taking minutes of meeting
- Handling corporate documents and liaising with Thai government authorities and business entities e.g., Department of Business Development, the Revenue Department, Social Security Office, the Office of Board of Investment, Bank of Thailand, commercial banks, and asset management companies
- Processing registration and applying for business license with Thai government authority
- Monitoring and reporting newly announced laws and regulations which are relevant to business
- Providing legal advice on various aspects of laws and regulations including PDPA, labor laws, corporate laws and others which related to the company's business
- Reviewing, drafting and providing comment on various type of contracts and other legal documents

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## SKILL & QUALIFICATION

- Thai Lawyer License
- Having experience in consulting firm
- High attention to detail and have analytical skill
- Good team player and able to coordinate other teams
- Well-balanced influencing and negotiation skill
- Having problem solving and decision-making skill
- Positive thinking, good attitude and well-regarded by colleagues
- Good communication skills in both written and spoken in Thai and English
- Computer literacy in MS Word, Power Point, Excel