

WIROSANA WONYN

HR & ADMINISTRATOR (ENGLISH SPEAKING)

Education

2010 - 2014

Southeast Bangkok University
Bachelor's degree, the faculty of Liberal Arts
Major: Business English, Minor: Chinese

2008 - 2010

Phoonjaroen Wittayakom High School
Program: Major in Art - English and
minor in French & Chinese

Working Experience

Jan. - Mar. 2024

HR Administrator

CIMC WETRANS (Thailand) Co., Ltd.

- Preparing expense reports and office budgets.
- Managing office supplies and ordering new supplies as needed.
- Systematically filing important company documents.
- Forwarding all correspondence, such as letters and packages, to staff members.
- Producing internal company documents and communication material for employees.
- Resolving employee queries relating to HR processes and administration.
- Maintaining detailed employee records and documents.
- Update internal databases with new hire information and Arranging on boarding program.
- Coordinating data with various departments to ensure timely reimbursement disbursement.
- Supporting the HR department and HR manager directly.
- Others tasks as assign as my manager and my big boss.

Jan. - Apr. 2023

Office assistant

E&W Industrial Service Asia Co., Ltd.

- responsible about for the inventory of our products.
- monitor stock inventory in/out at all times. responsible for manual and half manual inventory counting.
- Update the inventory in TR-Cloud CRM software.
- regular office work and support of the team. help & join the team on exhibitions.



Personel DATA



28 Nov. 1991



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Prachasongkro 23,
Dingdaeng, Bangkok

About me

My strength

I am always hardworking, pay attention to detail, self learning, creative thinking, critical thinking, like to work on computer, and good at English communication.

My weakness

Sometimes I might spend too much time thinking and reviewing when I was planning my work because I want to do the best job, so whenever I figured it out, I will be proactive and make it short, quick and on time as possible.

Languages

Thai  Native

English  Good

My hobbies



Go to café | Touring | Play with pets

May - Oct. 2022

Front office Receptionist | Juristic Person Office in condominium

Property Aim Solutions Co., Ltd.

- Greet and welcome guests as soon as they arrive at the Condominium
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)

Apr. - Jul. 2019

Administrator | Juristic Person Office in condominium

Primo Solution Service Co., Ltd

- Coordinate with colleagues, Sale Executive, and residents.
- Coordinate with the building technician to receive notice of repairing the condominium room.

Mar. 2018 - Feb. 2019

CS & Document , Logistic Administrator | Export department

Siam Michelin Co., Ltd. | Head Office

- Work on the Oracle App website of the company.
- Coordinate with colleagues in Export department.

Mar. 2015 - Sep. 2017

Visa Administrator , Interpreter &Translator | World Wide Visa Agency

BB Visa Consulting Service Co., Ltd.

- Prepare visa submission info and visa document.
- Take clients to the Embassy in cases of necessary, to visa submission centre, and go to get marriage register at the office district.

Jul. - Sep. 2015

Service Support | Engineering team

Food Process Technology Co., Ltd.

- Making daily report for engineers.
- Handle all documents process and follow up spare part shipment from suppliers.

Jun. 2014 - May. 2015

Visa submission officer | UK VAC

VFS Global (Thailand) Co., Ltd.

- Receive the documentation, recheck, and follow up cases of visa submission.
- Take photos and record the finger print applicants, and gathering all required document before passing to the next steps.
- Interview visa applicants. (If required to collect more info.)
- Generate report.
- Follow up on the process of VISA application. (If required)
- Send and pick up the documents and passports at UK Embassy. (If required)
- Response inquiry via E-mail and telephone.(If required)

Remark:

Due to the situation of Covid-19, I need to work as a freelancer since 2019 until 2021. So, I might have multi-skills that would be useful for your company. So, please do not hesitate to contact me. Thank you!

MY QUOTE

“No one perfect, we can always make it better.”