



MISS.ONANONG SOMSANUK

HR ASSISTANT MANAGER

Date of Birth : October 3rd, 1977 Age : 46 Years
 Gender : Female Nationality : Thai
 Religion : Buddhism Weight : 54 Kgs.
 Height: 155 cm Blood Group : O
 Expect Salary: Negotiate Base On Company Structure
 Availability : As soon as possible

PERSONAL CONTACT :



Current Address:
 Udee Condo. 107/123 Moo
 2, Sothorn Distric,
 Mueang, Chachoengsao
 24000



Registration address :
 20/9 Moo 6, Hurro
 Dristic, Pranakhon Sri
 Ayutthaya, 13000



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CAREER OBJECTIVE :

- The aim is to the work achieved its objectives according to the set goals.
- Which can make every department satisfied in work as well as developing to be prosperous in their careers at the same time by organizing activities or encouraging employees to have more knowledge about their own work in order to bring it up to the level in their responsible work

EDUCATION

- **Rajabhat University Institute, Pranakhon Sri Ayutthaya (1999-2001)**
 *Bachelor in Business Administration / General Management 2.75
- **Rajamangala Institute of Technology Ayutthaya Campus (1996-1998)**
 *Diploma Degree in Torism Department Grade 2.67

TRAINING COURSE

| Program | Trainer | Lead time |
|---|--|--------------------------------|
| - Master Trainer :Coaching with Active Learning Style | Chachoengsao Institute for Skill Development | 5 day (Jul -Aug'23) 30 Hrs. |
| - MS.Excel Advance | " | 5 day (Jul'23)30Hrs. |
| - Work permit and Visa | BOI Chamchuree Square | 1 day (Nov'22) |
| - ISO/SAE21434:2015 | BSI Group | 1 day (Aug'23) |
| - Understanding&Application VDA6.3 | Quality Partner | 4 day (Oct'22) |
| - PDPA | HR Center | 1 day (Jun'22) |
| - Safety in Management level course. | Pinthong group. | 2 day (Mar'19) |
| - IATF16949:2016 Requirement | Qfederation | 3 day (Feb'17) |
| - ISO14001:2015 Requirement | SGS Group | 1 day (Jun'16) |
| - ISO14001:2015 Internal Audit | SGS Group | 2 day (Jun'16) |
| - Environmental Aspects for ISO14001 | Wise Management | 1 day (Jun'16) |
| - กฎหมายแรงงานสำหรับการบริหารงานบุคคล | DHARMNITI | 1 day (Feb'19) |
| - การบริหารจัดการสวัสดิการพนักงาน | HR Center | 1 day (Nov'15) |

SKILL

Software:

- Program TigerSoft , Program MS.Office

Typing : Thai : 40 words/min. English: 45 words/min.

Driving : Have own car and license.

WORK EXPERIENCE

MHI Automotive climate control (Thailand) Co.,Ltd. (Jun'2012 – Sep'23)

Position : HR Assistant Manager Salary 53,330 B/Month

Training

- Training Matrix, Training Plan, On the Job Training
- Conduct a survey of training needs for each position.
- Organize training within the organization, follow up on E-Learning
- Organize internal training for operational employees.
- Send training staff as requested. (Public Training)
- Arrang In house Training
- Prepare various reports with the Department of Skill Development
- Prepare reports to Head Office Regarding Electronic Training
- Monthly Report KPI for Training
- Contact for all Institute training
- Developing and supporting the implementation of Human Resources strategies, organization

Support Japanese

- Visa, Re-entry, Digital Work permit for all Japanese with Family (Japanese 14 Person)
- Monthly Report 90 days
- And support Japanese Business Trip (Temporary: case Urgent Duty, Case : 1 – 3 Month Apply to Single window Boi System)
- Issued Document Fast Track Lane for Japanese
- Support employee issued visa for business trip
- Issued Employment Contract for New Japanese
- New Account for new Japanese , tax ID, Security ID

General Affair

- Control Maid, Gardener, Guard, Driver
- Control Canteen, Meeting Room, Facility, Break Room, and Welcome Board for Guest, First Aid Room
- Control Area with in factory, Car Parking , Smoking Area, toilet for vendor, Parking Transport for company
- Control Box shoes cabinet for guest
- Organize Activity Check Health, Company Trip, Drug Test, New Year Party, Welfare Meeting
- Make a summary evaluation of the store every 6 months.
- Monthly Report expense , Transportation, Telephone, stationary, glossary, Maintenance company car, gasoline, express way
Send deliver letter DHL-Fedex
- Organize new Mobile Phone for new Management and open Roaming for oversea
- Organize activity safety weeks with HR,QMS,Energy

Payroll

- Check Salary for Monthly , Employee and Japanese
- Check document for government social security, revenue
- Check time attendance, leave
- Check Report send to Acc section
- Check Report to Provident Funds
- Check Report to Personal Loan
- Tranfer to salary to K.Bank (transferrer, examiner, approver)
- Monthly Report Manpower to Head Office

Other Job

- Contact for advertising media Annual shareholder meeting
- Report Summary follow up Monthly for Covid-19
- Follow up vaccine covid-19 for all employeeSupport Manager for job assignment

- **Teral Thai Co., Ltd. (Mar 2010- May 2012)**

Position : Supervisor HR/GA Salary 28,500 B/Month

Training

- Support Inter Audit and CB Audit
- Arrange Training for employee Inhouse , Public
- Issued document for send government Department of Skill Development
- Review document for ISO
- Monthly Report KPI Training

Recruitment

- Providing people according to requests from various departments
- Make a plan for the number of people sent to the commander.
- Contact the recruitment company
- Post a job search announcement on the page, make an announcement and send it to the announcement estate.
- Contact the employment office to set up a job booth.
- First interview to filter for send to section departments
- Make an employment contract to accept work.
- Contact the hospital to send employees for a health check before starting work.
- Orientation new employee
- Issued Document for Pass Probation

General Affair

- Control Stationary, Locker, Uniform,Cap, Safety Shoes, Box shoes cabinet
- Control Maid, Gardener, Guard, Driver (Subcontract)
- Control Transportation Van, Bus
- Activity Company Trip, Check Health, New Year Party
- Area Responsibility Canteen, Smoking Area
- Manage repairs of various equipment that are damaged.
- Contact the coordination technician About the IT system

Payroll

- Check Time Attendance for summary send to finance section
- Check Overtime
- Check Warning Letter
- Check Leave
- Monthly Report Overtime, Attendance

Support Japanese

- Visa, Workpermit, 90 days
- Issued Document for temporary workpermit for Business trip (Japanese)
- Support employee for oversea (Visa)
- Support Visa, Red-entry family (Japanese)
- Contact Government, Department of employment, Social security

- **SHINSEI (THAILAND) CO.,LTD. (2005 – 2009)**

Position : Supervisor Salary 23,000 B/Month

Responsibility

- Control the stationery inventory of all department.
- Take care employee locker.
- Supervise the employee's uniforms program and control uniform stock
- Take care and control employee card.
- To organize and manage canteen vendor and canteen for all employee

- Handle Expense other in Dept.
- Handle in employee's discipline and recording punishment data.
- Coordinate with the contracted nurse with all the matter concerned.
- Control company car management.
- Establish the recreation committee.
- Salary Employee Company and Sub Contract
- Training new employee
- Manage Employee relations activities.
- Manage performance appraisal process.
- Manage recruitment and compensation
- Development and manage the key function of HR Department
- Formulate, Develop and implement HR strategies, policies and processes.
- Manage and develop the regulation and procedure.
- Manage labor relation a activity and develop company rules by follow to labor law.
- Manage compensation, welfare and benefit.
- Developing and supporting the implementation of Human Resources strategies, organization

- **AAL COMPANY LTD. (2003 – 2005)**

Position : Administrative Salary 17,000 B/Month

- Take care Company Guest & Visitor in admin. Concern.
- Welcome for guest
- Prepare Food and Beverage
- Take care visa / work permit and urgent duty.
- Monitor and control Transportation and general service
- Manage company car and driver - Vehicle maintenance
- Gasoline using and recording - Summarize transportation expenses in every month
- Monitoring and control stationery & household inventory and system
- Factory Key withdrawal system
- Telephone number as required & telephone expense
- Other Administrative Services
- Preparation Admin. Expenses report