# Resume

Picture


**Ms. XXXX XXXXXX**

39 Srinakarin Rd., Nongbon, Pravet, Bangkok 10250
Tel: 081-xxx-xxxx Email: xxxxxxxx@yahoo.com


***Job objective***: Human resources or related field
***Expected Salary***: 20,000 baht

***Personal Information***:

| | |
|---|---|
| Sex | : Female |
| Date of birth | : March 27, 1981 |
| Age | : 26 years old |
| Weight | : 45 kg |
| Height | : 162 cm |
| Nationality | : Thai |
| Marital Status | : Single |
| Religion | : Buddhism |

***Education***: 1999-2003: Bachelor's degree of Political Science.
Kasetsart University, GPA 2.75

***Working Experience***:

**Company** **:** **xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx**
**Period of time** : October 2004 - Present
**Position** : Human Resources Officer
**Job description** : Handling staffs' welfares such as medical allowances, annual physical check up, group insurances, uniforms, and etc.
: Handling staffs' probation.
: Coordinating and assisting in recruitment function, employment contract signing and staffs' personal records.
: Coordinating with suppliers and handling payment for suppliers.
: Handling company's events.
: Preparing proposals and handling HR tasks as assigned.

**Company** : **xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx**
**Period of time** : November 2003 – October 2004
**Position** : Training staff
**Job description** : Make schedule and arrange document for training and seminar.
: Training and counseling about new product and promotion to dealer.
: Provide and present report in conference and seminar.
: Provide customer trip and company trip.
: Receive purchasing order and service customer.

***Personal Qualification***:

- Enthusiastic and cheerful person, also having positive attitude
- Love and willing to share and admit ideas with other colleagues
- Computer skill – Microsoft word, excel, power point, photo shop, Illustrator, Internet.
- Language skill – Good communication in English (Speaking, Reading, writing)
- TOEIC score 550

***Reference:*** upon request.