



# NEW

# YODCHANAN

# SUKPITI

## Chachoengsao , Thailand.

### VOLUNTEER.

### OBJECTIVE .

To want the knowledge gained from four years of study in the field of management at Kasetsart University along with the experience from the internship as a human resources staff to create benefits and value for the organization. In the position of Human Resources, I am committed to being a part of the team. I am eager to learn and gain experience in order to grow with the organization.

### PERSONAL DATE.

Date of Birth - 16 Janauy 2001 ( 24 year old )  
Health - Excellent    Nationality - Thai  
Hobbies Trvelling. Reding , Playing badminton ,  
Playing petanque, Play crasswold game , Take a Photo ,  
Listen to Music , Dance to tiktok and Art Design .

### EDUCATION.

Bachelor of Business Administration ( Management )  
Faculty of Management Sciences .  
Kasetsart University , Thailand .

### COMPETENCIES & SKILLS.

-Fluent in thai ( Native language ), English (Intermediate Level in Reading And Writing , Basic Level in Listening And Speaking) And Chinese.  
-Competent in computer ( Wed Site Design And Ms Office : Word & Excel ( VLOOKUP , HLOOKUP ) etc. , Canva Photo Shop And Adobe Illustrator. )  
-Excellent Interpersonal Analytical thinking skills.  
-Excellent Interpersonal Communication skills.  
-Excellent Interpersonal Skills for working with others.  
-Excellent decision-making and problem-solving skills.

### CONTACT INFORMATION.



: 089-794-6896 .



: sawkee5252@gmail.com .



:Pv.Sawkeenew



: Sawkee new .



: 99/9 ,Moo 7 ,Bang Phai ,sub-district ,  
Khet muang ,Chachoengsao ,Thailand ,24000.

### Student Club college of Social Communication innovations, Srinakarinwirot Univerity

September 2019 - December 2019

- Organize an Eneting Swu Open House 2019.
- Graduation Oganize Events 2019.
- Organize An Event Cosci Game 2019 And Control Athlete.
- New Student Orientatio and WaiKhru Activities, Academic Year 2019
- Public Relations ambassador activities College of Social Communication Innovation, Year 2019, Theme: THE GATSBY.
- Participate In The COSCI FIRST DATE 2019 activities.
- Orientation,Welcoming New Students And Camps To Enhance Student Identity Srinakharinwirot University, Academic Year 2019.

### Faculty of Management Sciences , Kasetsart University.

June 2020 - May 2024

- Make various documents and posters in the badminton club. .
- Coordinating various ways in the badminton club and sports judges.
- Attended To Be a Representative For Petanque Athletes Of The Management Field In MS Sports Day Activities.
- Participated in seminars on various topics, such as social business perspectives and public media production, with Mr. Ji Suphat and friends as influencers, Save G channel as speakers, and joined a seminar on the topic of deconstructing the concept of independent life, with Mr. Issara Hata as a speaker.
- Participate in a Workshop Basic Life Support (Basic Life Support) in Collaboration With Somdet Phra Borom Ratchathewi Hospital, Sriracha.
- Iattended a training course on information systems and knowledge management in the digital age. at the Sukhothai Thammathirat Open University.
- Attended a training course on Special Talk on "Power of Data": The power of data to drive sustainable business innovation of the Thai-Nippon Institute of Technology.
- Participate in the workshop on easy media production in Canva by Burapha University.

## RELEVANT EXPERIENCE & QUALIFICATIONS.

### KASETSART UNIVERSITY

June 2020 - May 2024

Business Finance	Entrepreneurship
Strategic Management	Employee Relations
Human Resource Management	Management Accounting
International Legal Environment	Business support Management
Management Information systems	Family Business Management
Communicative English for careers	Human Resource Development

### INTERNSHIPS, BANGKOK HOSPITAL PATTAYA , HUMAN RESOURCES STAFF

April 2023 - June 2023

- Coordination of documents in sending documents between head offices. and including various departments in the organization, etc.
- Documents are prepared for the director to sign the documents.
- Prepared the interview room is, such as arranging tables, arranging chairs, wiping tables and chairs. including turning on the air conditioner In order to facilitate the interviewer and the job interviewer, etc.
- Prepare the place for the job fair, which includes tables, chairs, and documents for the job interview. for the interview is relaxed and not too stressed before accepting the job interview, etc.
- Experience coordinating work on disbursement and various expenses in the Human Resources Department between Accounting, Central Accounting, Finance, etc.
- Preparations are being made for the Songkran festival, Day of Lai, of Bangkok Pattaya Hospital.
- Experience in coordination in the human resources department, such as physical examination forms, job application documents, resignation documents, etc.
- Preparation of documents and filing application for work permit. the P.N.D. and VISA for Thai and foreign employees. and new employee cards. Interns come to work together in the organization.
- Summarized the draft drug welfare announcement for Pattaya Bangkok Hospital to the Director of Human Resources.
- Summarize the content and create posters, inviting employees and staff to participate in activities at Pattaya Hospital. Employee Referral Program Plan 2023.
- Completed other work as assigned by the department manager.

### PART-TIME ONLINES SALE .

June 2020 - April 2024

- Delivered products according to the specifications that Customers Want.
- There is regular communication with customers and Ready to sell products at all time.
- Always ready to deal with problems and pay attention to the product.
- Experience in The designer of the logo for S&W Short Note.