

# HUMAN RESOURCE MANAGER

SEEKING POSITIONS

## WORKING EXPERIENCES

### Aug.2020 to Present

HR Manager  
Baumanburi Resort

### Mar.2015 to Aug.2020

HR & Assistant BDE Manager  
The Lunar Patong

### Oct.2013 – Mar.2015

HR & Training Manager  
Baumanburi Resort

### Nov.2012 – Oct.2013

HR & Training Manager  
The Phulin Resort

### Sep.2009 – Nov.2011

HR & Training Manager  
Blue Ocean Resort

### Mar.2006 – Aug.2009

HR Specialists  
The Village Coconut Island

### Mar.2004 – Feb.2006

Centralised Assistant HR  
Manager  
SMD Development  
Real Estate

### Apr.2002 – Mar.2004

Centralised Assistant  
PN Manager  
PP Natural Resort

### Responsibilities

HR Manager is the go-to person for all employee-related issues. This means that your HR Manager duties will involve managing activities such as job design, recruitment, employee relations, performance management, training & development and talent management.

- ❖ Develop and implement HR strategies and initiatives aligned with the overall business strategy
- ❖ Bridge management and employee relations by addressing demands, grievances or other issues
- ❖ Manage the recruitment and selection process
- ❖ Support current and future business needs through the development, engagement, motivation and preservation of human capital
- ❖ Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- ❖ Nurture a positive working environment
- ❖ Oversee and manage a performance appraisal system that drives high performance
- ❖ Maintain pay plan and benefits program
- ❖ Assess training needs to apply and monitor training programs
- ❖ Report to management and provide decision support through HR metrics
- ❖ Ensure legal compliance throughout human resource management

## EDUCATION

### Sukhothaimattarat University.

Business Administration  
2000-2003

### Phuket Technology College.

Higher Vocational Hotel Management.  
1992-1996

### Debookwitayanung School.

High Vocational Certificate 1989-1991

### Koyao School, Phang-Nga.

Primary Education 1982-1989



# RACHATA KRAISART

## DATA SPECIALIST

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📍 116/78 T.Kathu, A.Kathu, Phuket

## MY PROFILE

### PERSONAL DATA

Name : RACHATA KRAISART (NOB)  
Date of Birth 04 April 1978  
Age 44 years old Height 167 cm.  
Weight 74 kg. Citizenship Thai  
Race Thai Religion Buddhism  
Marital Status Married

### ABILITIES

Verbal and written communication skills.  
Interpersonal, negotiation, and conflict resolution skills.  
Strong analytical and problem-solving skills.  
Ability to prioritize tasks and to delegate them when appropriate.

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## QUALIFICATION

- ❖ Trainer for Rules & Regulations, Orientation Program, Compensation & Welfare Planning.
- ❖ Various training courses planning in the hotel and working as department hotel.
- ❖ Organizational Development and Make a Manual for (Job Description, Quality Procedure SOP.
- ❖ Working Rules, Manpower Planning (Manning guest to company's policy), Design & Create HR Form, Salary Range Structure & Position Levels. Annual budget plan, human resource department and others.
- ❖ I have the ability to use Thai labor laws for human Resource Management Deployment as appropriate to the company's policy.
- ❖ I Have Ability to Apply for Lists Following at Government Department: Work Permit.
- ❖ Apply for a Car Crevice License (Green License), Apply for a Transportation License (Yellow License-30) Hotel business License, Tourism business license, Various licenses in business.
- ❖ Have the ability to contact government agencies including the negotiation and conciliation to achieve the objectives of the organization.

## TRAINING & OTHERS

- ❖ Human Resource Management BY Phi Phi Don Company.
- ❖ HR Management Professional of HR Center Company.
- ❖ Personnel Management PMAT-383 by Personnel Management Association of Thailand.
- ❖ Spoken Language (s) Thai, English Excellent, Good
- ❖ Written Language (s) Thai, English Excellent, Good
- ❖ Listening Language (s) Thai, English Excellent, Good
- ❖ Typing Speed (Thai) : 40 wpm. (English) : 45 wpm.
- ❖ Skills: MS-Office, Internet, E-mail, Outlook Express, Acc.Payroll Program, Tiger-her Program.
- ❖ I enjoy meeting people and working with an excellent team

## REFERENCES

**Mr.Udomporn Karn,**  
Business Development Executive (BDE)  
The Lunar Patong)  
089 466 4253

**Mr.Apaichart Asa,**  
Business Advisor  
Hotel Management  
098 995 6456

**Mr.Surin Manemash**  
General Manager,  
The Briza Beach Resort  
094 592 9642

**Ms.Nitchakan Dararat,**  
Director of Operation  
Phuket Marbella Rental Management.  
099 198 9824

**Mr.Yuthachai Pithayanarueaman,**  
Executive Director  
Phi Phi Natural Resort.  
081 895 1928



**RACHATA  
KRAISSART**

