

# Thunyalak Bunklang

## HRM-Payroll & Benefits

### Contract

✉ tyl.bunklang@gmail.com

☎ 083-640-1025

📁 linkedin.com/in/tylbk

### Skills

Adaptability

Communication

Social Work

Microsoft office

VLOOKUP

Pivot Table

Adobe Photoshop

Human Resource

Payroll Processing

Benefits Administration

Tax Calculation

Labor Laws

### Languages

English Conversational

Korean Conversational

### Education

Bachelor of Social Work

Thammasat University

Aug 2017 - May 2021

Minor Program in Labor

and Welfare Administration

### Work Experiences

#### HRM-Payroll & Benefits

##### Regional Container Lines Public Company Limited

June 2024 - Present

- Working on HR corporate share service for 3 companies.
- Maintain and update employee data as online files and documents.
- Provide and Manage employee benefits such as Group Insurance, Medical Checkup, Travel Allowance, and other allowances etc.
- Payroll processing
- Verify employee claim documents before submitting to the accounting team.

#### HR Executive (Compensation and Benefits)

##### T&B Media Global (Thailand) Company Limited

Nov 2022 – May 2024

- Working on HR corporate share service for 9 companies.
- Activities management such as corporate meetings, Annual Party, Activity relate the festival each month.
- Follow up the new employee every 30, 60, 90 and 119 days for work evaluate and provide Letter of Pass Probation.
- Maintain and update employee data as online files and documents.
- Provide and Manage employee benefits such as Group Insurance, Medical Checkup, Travel Allowance, Birthday party and other allowances etc.
- Payroll processing full lope.
- Set up the HR work system “EMPEO” with HRIS.

#### Payroll Officer

##### Professional Outsourcing Solutions Ltd.

Mar 2022 – Sep 2022

- Processing payroll, tax, social security fund and providence fund for client's employees 10 company.
- Be the payment agent to pay tax social security fund and provident fund including submit registration and deregistration social security fund.
- Resolve special case for client such as forgot to registration expat employee to SSO, calculate severance pay for terminate case etc.

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### Work Experiences

**Sale Coordinators**

**Life Enricher Group Co., Ltd**

Aug 2021 – Mar 2022

- Support sales about selling document and analyze sales summary each month for report to Sale Manager
- Coordinated with customer to confirm personal information and training schedule.
- Coordinated with accounting team to verify sales team's sales accuracy and prepare receipt and withholding tax certificate for customer.