



# Thitaree Jirathakaisin

## Human Resource Officer

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☎ (+66)61 416 9509

✉ t.jirathakaisin@gmail.com

📍 43/173 Village No.3, Bangpud Sub-district, Pakkret District, Tiwanon Road, Nonthaburi, 11120

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## SUMMARY

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Seeking a challenging role to leverage technical expertise and drive human resource excellence. Leverages interpersonal skills to promote a conflict-free workplace. Working in a challenging environment, where I can use my effective service skills to bring about growth of organization.

## EDUCATION

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2014 - 2018

**Panyapiwat Institute of Management (PIM)**  
BACHELOR OF ARTS (B.A.)  
Hotel and Tourism Management

2012 - 2014

**Pakkred Secondary School**  
Secondary School  
• English - Chinese Program

## EXPERIENCE

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Nov 2017 - Mar 2018

**Best Western Plus Wanda Grand Hotel**

**Human Resource**

- Make menu canteen
- Check employment application form
- Check grooming staff
- Update Roster

Aug 2017 - Nov 2017

**Best Western Plus Wanda Grand Hotel**

**Sale and Marketing**

- Answer the telephone
- Reply E-mail customer
- Make VIP parking
- Prepare banquet event order

Feb 2017 - Apr 2017

**Genius Traveller Co.,Ltd.**

**Sale and Reservation**

- Reservation flight ticket domestic and international
- Reply E-mail customer about price ticket
- Prepare Itinerary for group tour

## EXPERIENCE

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Sep 2016 - Nov 2016

### **Avani Riverside Bangkok Hotel**

#### **Front office**

- Complete registration from and match with immigration report
- Decorate bulletin boards
- Keep working area clean and tidy
- Make a Copy of passport for guest
- Prepare welcome card, room keys for group arrival and double check the name list properly

Dec 2015 - Feb 2016

### **Centra Government Complex Hotel & Convention Centre**

#### **Kitchen**

- Cut vegetable
- Make Pizza
- Fill condiment
- Slice guinea-peppe
- Slice garlic

Jun 2015 - Sep 2015

### **Buddy Oriental Riverside Pakkret**

#### **Food and Beverage**

- Set up for breakfast and lunch
- Cleaning on the table and clear back house
- Make napkins
- Take coffee and tea order
- Support other departments in the hotel

### **Marriott Executive Apartments Mayfair Bangkok**

- A part time housekeeping department

## REFERENCES

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### **Mr.Prasopchoke Srinaulnoi**

Cluster Human Resource and Training Manager

**Phone:** (+66)80 456 0063