



WARADA LUNTHAT

Personal Info;

Date of birth : 4th October 1996

Age : 26 years

EDUCATION

● King Mongkut's University of Technology

Thonburi I 2015 - 2019

Bachelor of Science, Applied Physics

EXPERIENCE

● February 2022 – Present

NACHI TECHNOLOGY (THAILAND) CO.,LTD.

Position : **HR Officer**

Recruitment

- Sourcing suitable candidates through online or in front of factory
- Managing and operating about job interview (phone appointment, testing)
- Handling employment agreements.
- Handling probation period evaluation process
- Orientation new employee

Payroll

- Manage and operations of payroll process, such as Time attendance, Overtime, Bonus,
- Check time attendance, Overtime, Application for leave
- Preparing report such as time attendance, Overtime, Leave, Manpower

Welfare Benefits & Manpower planning

- Managing of welfare activities such as uniforms, Lunch, Shuttle bus.
- Handling announcement of company
- Manage Persona information data base

● January 2021 – January 2022

RAYONG KEHAPHAN GROUP COMPANY LIMITED

Position : **Document Issuer & Admin Online**

- Issue bills and tax invoices
- Answering customer phone calls
- Answering customer questions via e-commerce platforms such as Line@ and Facebook pages.
- Selling products to customers both online and offline.

CONTACT



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Phra Sub-district, Mueang
District, Rayong, 21150

SKILLS

- Microsoft Office (**Word, PowerPoint, Excel**), **Email**
- Basic knowledge in Measuring Instrument e.g. **Vernier, Micrometer.**
- Basic Knowledge : **Qc, Electronics, Power, Materials**
- Ability to work under pressure conditions
- Fair command of written and spoken **English**

ACTIVITIES

18 March 2017 – 8 April 2017

Staff : The 16th Teaching Activity,
Organized by Office of H.R.H.
Princess Maha Chakri Sirindhorn's
Projects

