

MR. Pongsakorn Sitthisamarn

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Personal data

Nationality : Thai
Birth Date : Jul 9, 1990
Driving license : Yes

Languages

English	Reading	: Intermediate
	Listening	: Intermediate
	Writing	: Intermediate
	Speaking	: Intermediate
Thai	Reading	: Fluent
	Listening	: Fluent
	Writing	: Fluent
	Speaking	: Fluent

Skills

Time management skills
Prioritizing tasks to meet deadlines
Analytical abilities
Reasoning ability

Computer:

MS Excel	Advanced
MS Outlook	Advanced
MS Word	Advanced
MS PowerPoint	Intermediate
Photoshop	Intermediate

Education

Bachelor's Degree of Law, Major Law.
2014, Ramkhamhaeng University, Thailand.

Certificate

Attorney-at-law License, Lawyers council of
Thailand
Computer Act and lease & suretyship law
certificate
ISO 9001:2008 certificate
AUA Language center certificate
Fix Computer & Network Systems certificate

Hobbies

Reading books: Laws, businesses, self-improving,
etc.
Activities: Skating, Running, hiking, doing Yoga,
Playing Guitar

WORK EXPERIENCE

Aug 2017 – Present

Sitthisamarn Lawyer Office of Legal Bangkok, Thailand

Position : Lawyer
Job Type : Full Time
Responsibilities :

- Gathers evidence to formulate defense or to initiate legal actions, by such means as observing clients and witnesses to ascertain the facts of a case.
- Examines legal data to determine advisability of defending or prosecuting lawsuit.
- Evaluates findings and develop strategies and arguments in preparation for presentation of cases.
- Conducts research and analysis of legal problems.
- Interpret laws, rulings, and regulations for individuals and businesses
- Records of advice between lawyer and clients before government agencies, in private legal matters.
- Prepare and file legal documents, such as lawsuits, appeals, wills, contracts, and deeds
- Participates in the meeting, project team, committee as assigned by supervisor.
- Develops and maintains legal system in the office.

Achievement

- Worked and helped lawyer execute litigation tactics that systematically produced best results for clients.

- Helped in research that led to successfully argument of cases in Courts.
- Designed and improved the use of workflow system.

Aug 2012 – Aug 2017

Phoenix QC CO., LTD.

Bangkok, Thailand

Company's Industry : Quality Control Petroleum/Energy/Mining

Position : Coordination Systems Specialist

Job Type : Full Time

Responsibilities :

- Provides legal advice, consultation and assistance in terms of some legal issues related to the company (Contract agreement, Labor law, Alien Employment Permit, etc.).
- Management technology, network systems, organizational systems, and office's electronic equipment.
- Development, monitors, resolves, tests program of company (Phoenix QC Information Processing System program [PIPS] for management Assignments, Rate to Client & Inspector, Invoices, Inspection date in center Calendar, Inspector & Vendor pins in world map, ISO 9001:2008, list of Vendors, Clients, Inspectors, Subcontractors, Contact list, etc.).
- Compiles and updates statistical information, reports and related documents; attends meetings and takes and transcribes meeting minutes-IT.
- Data management and preparation of statistics for Marketing Dept., Operations Dept., Financial Dept., IT Dept., HR & Admin Dept.
- Coordinates between Phoenix QC and outsource.
- Being instructor and trainer for exclusive program, ISO 9001:2008, etc.
- Reviews Inspector CVs who is match with requirement.

Achievement

- Developed system of email's center and managed all of database for a company.
- Developed process of accounting procedure in organizational systems and the program.
- Developed ISO 9001:2008 information into the program.

May 2010 - Jul 2012

Sitthisamarn Lawyer Office of Legal

Bangkok, Thailand

Position : Lawyer Assistant

Job Type : Full Time

Responsibilities :

- Records of advices between lawyer and clients before government agencies, in private legal matters.
- Gathers evidence to formulate defense or to initiate legal actions, by such means as observing clients and witnesses to ascertain the facts of a case.
- Participates in the meeting, project team, committee as an office clerk.
- Schedule appointments and receive customers or visitors.
- Prepares and process legal documents.
- Collects information and perform data entry.

Achievement

- Established strong working relationships with lawyers and staffs