



# SIRIWAT WATTANAKOOL

333/2 Nirati Donmuang, Cherdwutthakat Rd. Si Kan Sub-district, Donmuang, Bangkok 10210  
Tel: 093-629-6519 Email: Siriwat.w@sslps.com

## EMPLOYMENT & EXPERIENCE

Present

**MANAGING PARTNER** – Lab Lawyer and Partners Co., Ltd

**LEGAL ADVISOR** – Gencon Engineering Co., Ltd

**LEGAL ADVISOR** – Miss Wellness World Co., Ltd

2021 – Present

**ASSISTANT VICE PRESIDENT (Head of Legal)** – N.C. Housing PCL.

- ❖ Determining a legal department strategy and settling a whole execution system in the department in the short and long-term
- ❖ Designing a workflow in the legal department and the legal documents and other documents into paperless and E-signature systems
- ❖ To draft, review, and revise a draft of the contract or agreement in both Thai and English to reflect the objective of the business transaction including providing the legal comment to the draft for the business unit and the management consideration
- ❖ Coordinate and negotiate for the certificate of approval from the government such as the Land Department, District Office, Department of Public Works and Town & Country Planning, The Treasury Department, Town Municipality Office, Board of Investment, the Revenue Department, Office of the Consumer Protection Board, Metropolitan Electricity Authority (MEA), Metropolitan Waterworks Authority
- ❖ Giving a legal opinion as a legal counsel in the PDPA part
- ❖ Managing litigation cases and complaints such as civil cases
- ❖ Preparing the application, legal documents, and general contract
- ❖ Research and study laws and regulations related to real estate development and housing estate under the company's business
- ❖ Offering legal counsel to ensure proper legal support to all departments concerning the transactions involving the organization including the day-to-day business activities

2021 – November 2021

**ASSISTANT MANAGER**- King Wai Group (Thailand) PCL.

- ❖ To draft, review, and revise a draft of the contract or agreement in both Thai and English to reflect the objective of the business transaction including providing the legal comment to the draft for the business unit and the management consideration
- ❖ Preparing the application, legal documents, and general contract
- ❖ Research and study laws and regulations related to real estate development and housing estate under the company's business
- ❖ Handling litigation cases and complaints such as civil and labor cases, especially drafting employee agreements, employee regulations, and investigations a fact for defense in the court case.

2017 – 2021

- ❖ Coordinate and negotiate for the certificate of approval from the government such as the Land Department, District Office, Department of Public Works and Town & Country Planning, The Treasury Department, Town Municipality Office, Board of Investment, the Revenue Department, Office of the Consumer Protection Board, Metropolitan Electricity Authority (MEA), Metropolitan Waterworks Authority
- ❖ Offering legal counsel to ensure proper legal support to all departments concerning the transactions involving the organization including the day-to-day business activities

**SENIOR LEGAL SUPERVISOR**– Cissa Group Co., Ltd.

- ❖ Advising in-house sales on how to transact legally and effectively with clients who are buying locally and overseas including land, developed land, condominiums, and hotel
- ❖ Draft, review, and revise all kinds of commercial contracts, MOU, M & A, any notices, and various forms of agreements or legal documentation in both Thai and English
- ❖ Company Registration (increase – decrease capital, additional a committee, amendment a regulation, a branch of the company, etc.), Arrange meeting minutes (provide an invitation letter to committee and shareholder for the extraordinary general meeting: EGM, annual general meeting: AGM, board of directors: BOD and executive committee)
- ❖ Supporting management in the resolution of contractual issues and disputes
- ❖ Coordinate and negotiate for a certificate of approval from the government such as the Land Department, District Office, Department of Public Works and Town & Country Planning, The Treasury Department, Town Municipality Office, Board of Investment, the Revenue Department, Office of the Consumer Protection Board
- ❖ Research and study laws and regulations related to real estate development, condominium, hotel, and housing estate under the company's business
- ❖ Prosecute civil and criminal cases to the court
- ❖ Provide legal advice, comment, and opinion in terms of all legal issues related to the business of the Company and its affiliates

2014 – 2017

**LAWYER**– Thai Legal Expert Center Co., Ltd.

- ❖ Draft and review the legal document in order to screen and mitigate legal and contractual risks of the company
- ❖ Provide legal assistance, advice solutions, and administrative support to the private sector
- ❖ Review discovery legal documents and determine the best course of action for a client in each case
- ❖ Attend and maintain a regular schedule of hearing, and court appearances on case requirements with clients
- ❖ Liaise with Government Departments including The Land Government and district office on property compliance-related issues
- ❖ Work closely with clients to prepare a comprehensive brief on a case that goes to trial

- ❖ Prepare any documents for Visa and work permit applications for the clients at the Immigration and Labor Ministry

## EDUCATION

2014 – 2017	<b>MASTER DEGREE IN PUBLIC LAW</b> – Dhurakit Pundit University
2016 – 2017	<b>CERTIFICATE LAWYER LICENCE</b> -- Lawyers Council of Thailand
2005 – 2009	<b>BACHELOR DEGREE OF LAW</b> – Assumption University
1999 – 2004	<b>HIGHSCHOOL</b> -- Yothinburana School

## SKILLS

Language/Communication command

Fluent in reading, writing, speaking, and listening to English. Good of internal and external communications, able to handle communication Response to crises that affect organization perception and Reputation. Maintain transparent communication with clients

Technical skills

Proficient in MS Office Word/Excel/PowerPoint/Outlook

Management skills

Coach, mentor and develop staff, including overseeing new employee onboarding. Provide oversight and direction to the employees in the operation unit in accordance with the organization's policies and procedures. Review performance data that includes financial, budgets, and overall departmental productivity

## CERTIFICATES & TRAINING

2007 – 2024

- ❖ Certificate of '**Mastering Tax & ESG / Essential Skills for Legal Experts**' by Chulalongkorn Law School Alumni Association, dated 29 June 2024
- ❖ Certificate of '**Advance Thai Arbitration Training Course**' by Thailand Arbitration Center, dated 8 – 18 June 2024
- ❖ Certificate of '**the Notarial Services Attorney Training Course**' by Lawyers Council of Thailand Under the Royal Patronage, dated 20 – 21 April 2024
- ❖ Certificate of '**Basic Law and Alternative Dispute Resolution for Entrepreneur**' by Thailand Arbitration Center, dated 14 – 15 February 2024
- ❖ Participated in a training course on '**Basic Advocacy and questioning witnesses**' by Managing Partner, Lexpertise Law Firm, dated 20 January 2024
- ❖ Participated in a training course on '**Presentation Skills for Expert Lawyer**' by Chulalongkorn Law School Alumni Association, dated 17 November 2023
- ❖ Certificate of '**Forensic Science for Lawyer**' by Forensic Science Training Center (Thailand), dated 5 November 2023

- ❖ Certificate of **'Design Think Series'** by Stanford Center for Professional Development, Stanford University, USA, dated 12 – 16 June 2023
- ❖ Certificate of **'M & A in Practice'**, by Chulalongkorn Law School Alumni Association, dated 6 November 2022
- ❖ Certificate of **'Proceedings in administrative court in a professional manner'** by Salus Academy, dated 4 September 2022
- ❖ Participated in a training course on **'The Complete Roadmap for Your PDPA Compliance Journey'** by Deloitte, dated 11 August 2021
- ❖ Participated in a training course on **'the labor law regarding human resource management'** by the Department of Labour Protection and Welfare, dated 28 – 30 June 2021
- ❖ Participated in a training course on **'the lines of the supreme court's judgment that is interesting to personnel management'** by the Department of Labour Protection and Welfare, dated 15 – 16 June 2021
- ❖ Participated in a training course on **'Merger & Acquisition (M&A) & Due Diligence: Finance / Legal / Tax'** by Siam City Cement PCL, dated 8 & 16 November 2020
- ❖ Certificate of **'Land and Building Tax Act. B.E. 2562'**, Lawyers Council of Thailand, Bangkok 2020
- ❖ Certificate of **'English for Lawyer'**, Lawyers Council of Thailand, Bangkok 2019
- ❖ Certificate of **'Law and Regulation Related to Real Estate Valuation'**, Thai Real Estate Business School, Bangkok 2018
- ❖ Certificate of **'Finances and Accounting Training Course'**, Center of Civil Society and Nonprofit Management (CSNM), Khonkaen University and U.S. Agency for International Development (USAID) 2014
- ❖ Certificate of **'Project Monitoring and Evaluation'**, Center of Civil Society and Nonprofit Management (CSNM), Khonkaen University and U.S. Agency for International Development (USAID) 2014
- ❖ Certificate of Completion **'Project Management Effective'**, on November 2011 by Training and consultancy IFD
- ❖ Certificate of Completion **'Liberalism – an examination of basics'** by Friedrich Naumann Stiftung, Germany (FNF) (2007)

## VOLUNTEER WORKS

2010 – 2014

### INVITED GUEST SPEAKER/BROADCASTED TELEVISION SHOW

- ❖ **'Moving towards ASEAN Community'**, invited by Chulalongkorn University
- ❖ **'Perception of The Democracy'**, opened to the public by Political Science faculty, Chulalongkorn University
- ❖ **'Youth and Citizenship'**, invited by the National Institute of Development Administration (NIDA)
- ❖ **'Role of Youth in National Development'**, invited by Dhonburi Rajabhat University
- ❖ **'Civil rights VS Freedom in Political conflict'**, invited by Political Science faculty, Chulalongkorn University
- ❖ 'Mong Mum Mai' TPBS channel, broadcasted the topic **'New Generation with Election'**
- ❖ 'Nation TV/Kom Chad Luek' channel, broadcasted the topic **'Political, Youth's perspective'**
- ❖ 'Siam Chao Nee' Channel 5, topic **'2008's Election Analysis'**

2007 – 2011

## PROFESSIONAL DEVELOPMENT

- ❖ Project Manager for Civic Education Seminar with Friedrich Naumann Foundation (FNF), Germany
- ❖ 'The Corruption Land' Exhibition Project Manager, in association with U.S Agency for International Development (USAID), held at Chamchuri Square
- ❖ 'The future of Election 2011 with youth policy in Thailand', Seminar Project Manager
- ❖ 'Youth Power for Thai Politicians analysis', Seminar Project Manager
- ❖ 'Thai Constitutional Referendum 2007' Campaign Committee

## PARTICIPATIONS

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2012 – 2013

- ❖ Constitutional court and Academy of the Konrad Adenauer Foundation in the topic of '**Equality and Unjust Discrimination**' seminar, 2013
- ❖ U.S. Agency for International Development (USAID) in the topic of '**Ethics and Standards in CSOs**' Seminar on November 21, 2013
- ❖ U.S. Agency for International Development (USAID) in the topic of '**Good Governance in CSOs**' Seminar, 2012

## REFERENCES

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Available upon request