



# TRAN VAN TUAN DAT

## TALENT ACQUISITION SPECIALIST



District 2, TP.HCM



0784231272



tuandat2431996@gmail.com

## OBJECTIVE

As a Six-year and enthusiastic staff, I hope I can use my experience as well as some skills that accumulated in three years to work for the Company. Furthermore, I also look forward to learning more and more knowledge and skills when working in the new place.

## WORK EXPERIENCE

### TAXI XANH SM (GSM)

*OCT 2023-PRESENT*



### PROJECT - RECRUITING ELECTRICAL TAXI FOR WESTEN MARKET

I got duties for recruitment for 10 Western Provinces from Long An to Ca Mau, include recruited 70 headcount BackOffice and 1650 headcount unskill labours for the whole Project in 6 months.

#### Recruitment sources:

For Back Office position: I posted recruitment content on some free recruitment websites like TopCV, vietnamwork or social media (facebook) and hunted candidates through recruitment websites, Hr connection, internal introduction;

For Unskill labour position (Taxi Driver): Posting or spamming on Facebook, posting in recruitment websites, internal introduction were useful methods to find candidates.

#### Recruitment process:

For Back Office position: Receiving recruitment requests - Posting and hunting candidates in recruitment platform - Getting first call with candidates to get basic information - Setting an interview with Hiring Manager - Confirming the interview's result for Hiring Manager through email - Informing the result of the Interview to Candidates - Conducting Onboarding process for Passed Candidates;

For Back Office position: Posting content on social media platform - Connecting and communicating with Driver - Setting the interview - Informing to Driver documents need to be prepared - Conducting Onboarding process.

#### Other Tasks:

Using Excel to process raw data, measure candidate status and forecast for the next period;

I managed recruitment database and kept in touch with pool of potential candidates;

Reporting weekly, monthly for Manager.

Referrals: Nguyen Thanh Da - Leader of Recruitment Team (0983796745)

## SENDO.VN- SENDO FARM

OCT 2021-OCT 2023



## ECOMMERCE - RETAIL INDUSTRY

I had many responsibilities for the whole recruiting process both Sendo Ecommerce and Sendo Farm as follow:

- For Back Office positions: I recruited all of positions ( Purchasing, Accountant, Sale, Key Account, HR, Marketing,...) by using recruitment tools like Online (Facebook, LinkedIn, HR connection, hunted CV recruiting services such as Careerbuidr, Vietnamwork,..)
- Highlight Achievement: hunted specific positions in the labor market like Key Account, Purchasing.

- For Mass positions: I process for all vacancies for Warehouse ( Shipper, Vehicle Attendant, Operating staff, QC-KCS,...) by using free and effective tools Facebook, Company Page and Zalo Group and also use Paid Mass Recruitment Service like Ads, chotot.com, vieclam24h,...)

- Employee Branding: Focusing on developing the company's recruitment page, participating in job fair activities or collaborating with universities, colleges to received interns and collaborators.

- Highlight Achievement: I always meet the needs of the warehouse in terms of the number of unskilled workers, always have available resources to promptly meet requirements when employees leave or open new vacancies.

## THEGIOIDIDONG.COM (MWG)

DEC 2019-OCT 2021



## RETAIL INDUSTRY

I got duties and tasks for recruiting and maintaining amount of unskilled labour to stores (bachhoaxanh.com; thegioididong.com; Dienmayxanh.com) as follow:

- Recieved job requests from Hiring Manager and made recruiting plan to filled up candidates within targeted time;
- Posting those JDs on some social media platforms like: facebook, linkedin and internal website;
- Screening, Interviewing to find suitable candidates for vacancies;
- Supporting, onbroading new staffs and following them during the time they work in the shops or departments;
- I managed recruitment database and kept in touch with pool of potential candidates;
- Reporting weekly, monthly for Manager.

- Highlight Achievement: I always meet the needs of the warehouse in terms of the number of unskilled workers, always have available resources to promptly meet requirements when employees leave or open new vacancies.

## NHAT THONG

### PRINTING - EVERYDAY ORGANIC

SEP 2018-MAR 2019



### RETAIL - MANUFACTURING INDUSTRY

#### Recruitment:

I got duties and tasks for the whole recruiting process from receiving job requirements to the time that candidates passed probationary period, As follows:

- I Created JD (job description) based on job requirements;
- Posting those JDs on some social media platforms like: facebook, linkedin and internal website;
- Meanwhile, I got in touch with talents from talent pipelines (databases of engaged candidates) about new opening jobs. I also used some Boolean Search string to find suitable candidates for those positions;
- Interviewing candidates with the leader of team/department to find the most suitable candidate;
- I gave feedback (evenly received or not) to other candidates and still kept in touch with them;
- Informing some detail to pass-interviewing candidate such as: date of receipt, salary, allowances, probationary time, ect,;
- Drafting and reviewing probationary contracts and introducing integration to new staffs.

#### Administration:

I did administrative tasks such as printer service contracts, car rental service contracts, protection service contracts,...; I also attended to other assigned tasks such as records courier as well as teamwork in company's events,...

## EDUCATION

### TON DUC THANG UNIVERSITY

SEP 2014-SEP 2018

#### TYPE OF EDUCATION: FULL-TIME

Major : Economic law

Classification: Average Good Grade-6.91/10



## SKILLS

### LANGUAGE

**IELTS:** 5.5 **TOEIC** 635

### INFORMATION TECHNOLOGY ( IT )



## INTERESTS

Attend to outdoor activities

Play sports