



NGUYEN THANH HOAI HAN

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Ho Chi Minh City

SUMMARY

I'm a HR cum Administrative Executive with 3+ years of experience in office operations and HR functions. Proficient in handling administrative tasks such as scheduling, document management, and office coordination, while also supporting HR activities, including recruitment, onboarding, offboarding, and employee relations.

In addition, I'm experienced in managing employee documentation, coordinating with Trade Unions, and ensuring compliance with company policies. I'm skilled in handling confidential information and supporting both staff and management. Reliable, honest, able to multi-task and focused on improving efficiency.

WORK SKILLS

- Microsoft Office (Excel, Word, PowerPoint)
- Skilled in designing images and slides using Canva
- Strong communication skills
- Good time management abilities
- Capable of managing multiple tasks effectively
- Team work

PROFESSIONAL EXPERIENCE

FUSE ONLINE

June 2022 - Present

HR cum Admin Executive

Responsibilities:

- Conducting recruitment processes
- Ensuring compliance with company and Trade Union policies
- Overseeing and executing purchasing activities for the company
- Organizing company events (birthdays, holidays, team-building activities, etc.)
- Managing postal services
- Handling paperwork, including payment requests, invoices, quotations, etc.
- Maintaining company records and documentation
- Scheduling and booking meeting rooms
- Tracking timekeeping and managing leave requests
- Managing office equipment to ensure proper functionality
- Welcoming new employees and managing exit procedures
- Contact with building management on relevant issues

VETS
HR - Admin Executive

Jan 2022 - June 2022

Responsibilities:

- Conducting recruitment processes
 - Onboarding new employees and explaining company regulations
 - Drafting and storing probationary and employment contracts
 - Timekeeping and managing employee leave days
 - Supporting tasks related to payroll, bonuses, and employee benefits
 - Preparing and printing documents, reports, proposals, and submission forms for approval
 - Managing and storing company seals and administrative documents
 - Organizing internal company events
 - Managing and processing office expenses
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EDUCATION

Ho Chi Minh City University of Law, 2016 - 2020

Major: Bachelor of Laws (GPA: 2.9 / 4.0)

INTERESTS

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|-------------|------------|---------|
| • Badminton | • Music | • Movie |
| • Travel | • Shopping | |