



# NGUYEN CHIEN

Talent Acquisition Supervisor

## CONTACT

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Binh Thanh District, HCM City

## SKILLS

- Management Skills
- Recruitment Skills (Mass & Non-Mass)
- Critical Thinking
- Leadership
- Office & Design

## CERTIFICATIONS

- English Certificate – VSTEP B2
- Informatics Certificate – Level B

## CAREER OBJECTIVE

To become a strategic HR leader who drives impactful talent acquisition initiatives, fosters organizational growth and builds high-performing teams. I aim to leverage my recruitment expertise and project management skills to align human capital with business objectives while continuously developing innovative, data-driven HR solutions in a dynamic and forward-thinking environment.

## EDUCATION

**University of Economics HCMC**

2023 - 2025

Master's in Human Resources Management

GPA: 3.79/4.0

**HUTECH – HCMC University of Technology** 2013 - 2017

Bachelor's in Restaurant & Catering Management

GPA: 3.2/4.0

## WORK EXPERIENCE

**Senior Talent Acquisition & Project Leader** 2024 – Now

Green Speed JSG

### - Strategic Talent Acquisition:

- + Led both mass and targeted recruitment campaigns across electronics and retail industries.
- + Worked directly with clients (Xiaomi) to assess manpower needs and deliver hiring strategies.
- + Managed the full recruitment cycle including sourcing, screening, interviewing, offer handling, and onboarding.

### - Team Leadership & Project Management:

- + Supervised a team of 4 Talent Acquisition Specialists, 2 Talent Sourcing, and 4 Interns across multiple projects.
- + Assigned tasks, coached team members, and reviewed output to ensure high-quality and timely delivery.
- + Served as the main contact point for nationwide recruitment projects across 30+ provinces.

### - Process Optimization & Reporting:

- + Built and maintained strong candidate pipelines via job portals, referrals, social media, and local partnerships.
- + Produced performance dashboards and progress reports for internal and client stakeholders.
- + Initiated improvements in sourcing strategies and streamlined interview coordination.

### - Key Achievements:

- + Successfully hired over 400 staff nationwide in 6 months for strategic clients.
- + Led recruitment for Xiaomi retail expansion covering over 30 provinces.
- + Improved time-to-hire by 30% through process standardization and sourcing strategy realignment.



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## Human Resources Supervisor

2022 – 2024

The Only Group Co., Ltd.

### - Recruitment (60%)

- + Developed strategic recruitment plans, job descriptions, and hiring workflows aligned with business needs.
- + Led full-cycle talent acquisition: sourcing (online/offline), screening, interviewing, offer negotiation, and onboarding.
- + Partnered with hiring managers and external vendors to ensure quality hiring outcomes and timely fulfillment.
- + Monitored probation performance and onboarding satisfaction.

### - Compensation & Benefits (30%)

- + Processed monthly payroll, PIT, bonuses, and staff allowances in line with internal policies and compliance.
- + Administered social insurance, labor contracts, and performance-related data.
- + Supported salary benchmarking, annual salary reviews, and employee recognition programs.
- + Prepared cost forecasts and collaborated on HR budgeting.

### - Administration (10%)

- + Managed office procedures and documentation to ensure regulatory compliance.
- + Coordinated work permits, residence cards, and engagement with government authorities.
- + Supported internal audits and policy enforcement.

### - Key Achievements

- + Implemented new recruitment process, reducing time-to-fill.
- + Led payroll restructuring project, ensuring 100% compliance with labor laws and tax regulations.
- + Introduced monthly HR dashboards for leadership, enhancing decision-making with real-time workforce insights.
- + Successfully onboarded over 90 new hires within 4 months.

## Human Resources Generalist

2021 – 2022

Tam Anh Holdings

### - Recruitment (60%)

- + Developed recruitment plans and coordinated end-to-end hiring for new outlets.
- + Managed sourcing, screening, interviews, offer issuance, and onboarding.
- + Hired and onboarded over 100+ staff within 6 months for simultaneous new project launches.

### - Compensation & Benefits (30%)

- + Designed and implemented initial HR systems: timesheets, payroll processes, and employee files.
- + Handled contract preparation, renewal tracking, and compliance with labor law.
- + Ensured accuracy in salary setup, benefits documentation, and C&B-related workflows.

### - Administration (10%)

- + Managed registration and renewal of work permits and temporary residence cards.
- + Maintained HR documentation and liaised with government agencies for compliance.



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## - Key Achievements

- + Successfully launched 3 new business units within tight deadlines with complete HR setup.
- + Built "Tam Anh Career & Ambition" Facebook page from scratch, reaching 1,000+ organic followers in 3 months.
- + Created standardized onboarding kits and checklists, improving new hire engagement and reducing early attrition.
- + Implemented probation follow-up system, ensuring over 90% of new hires completed onboarding successfully.

## Human Resources Executive

2020 – 2021

### Green Speed JSC

- **C&B (80%):** Executed full HR operations for clients—contracts, payroll, tax, insurance, claims.
- **Admin (20%):** Implemented HR systems and co-hosted training & project kick-off events.
- **Key Achievement:**
  - + Launched VINSHOP HR operations nationwide.
  - + Organized 10+ engagement events across North & South Vietnam.

## Human Resources Executive

2019 – 2020

### Asiana Vietnam JSC (Asiana Plaza)

- **Key Achievements:**
  - + Established the full HR framework for the Asiana Tan Phu project
  - + Recruited successfully within a 2-month period to meet opening deadlines.

## Human Resources Officer

2018 – 2019

### Huy Vietnam Food Processing Co., Ltd.

- **Key Achievements:**
  - + Supported recruitment and HR setup for the Da Nang expansion project, hiring over 40 employees.
  - + Supported and organized 5+ career workshops and job fairs at major universities, attracting over 1,000 candidates.
  - + Supported and launched internship engagement program, creating a new recruitment pipeline for entry-level roles.

## REFERENCES

### Mrs. Nguyen Thi Hong Gam

Company: Green Speed  
Title: TA Manager

### Mrs. Nguyen Thi My Hanh

Company: The Only Group  
Title: HR Director

### Ms. Tran Tuyet Han

Company: Asiana Plaza  
Title: HR Manager

### Mr. Phung Phu Thuong

Company: Huy Viet Nam  
Title: Deputy HR Manager