



NGUYEN THI KIM CHI

HR Assistant - C&B

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District 7, Ho Chi Minh City

EDUCATION

Industrial University of Ho Chi Minh City - IUH HCMC
BA Accounting
Graduated in 2023

SKILLS

- Recruitment & onboarding
- Employee relations & HR support
- Payroll & attendance management
- Administrative & documentation tasks
- Event planning & coordination
- Social insurance & tax registration
- Content creation for employer branding
- Multitasking & problem-solving

LANGUAGE

English

About Me

I hold a background in Human Resources and Accounting, with a strong passion for people development and organizational effectiveness. I'm eager to grow in a professional environment, expand my HR expertise, and contribute to meaningful, impactful work. Known for being detail-oriented, responsible, and a fast learner, I aim to advance to a senior HR role in the coming years.

WORK EXPERIENCE

HR Assistant (C&B) | AGS Accounting Co., Ltd.
October 2023 – June 2025

- Managed monthly attendance tracking for ~200 employees; verified timesheets, calculated paid/unpaid leave, and ensured compliance with company policies.
- Prepared payroll data in coordination with relevant departments and ensured timely, accurate processing of employee benefits and allowances.
- Handled full-cycle social insurance procedures: new employee registration, resignation processing, and liaising with insurance authorities for updates and claims.
- Registered PIT codes and dependent claims for employees; maintained compliance with personal income tax (PIT) regulations.
- Drafted labor contracts and appendices; sent, printed, and supported employees in completing all signing procedures.
- Provided daily HR support, resolved C&B-related employee queries, and maintained up-to-date, confidential personnel records.
- Coordinated recruitment logistics: screened CVs, scheduled interviews, conducted onboarding training, and facilitated smooth integration for new hires.
- Designed recruitment materials, contributed to employer branding content on company blog, and supported internal event planning (Year-End Party, training, office decoration).

HR Intern | Hava Garment Co., Ltd.
January 2023 – September 2023

- Managed recruitment for sewing workers, overlocking specialists, Kansai operators, finishing ironers, cutters, and packers, hiring 5–10 employees per month based on order volume.
- Maintained personnel records and processed resignation decisions.

- Posted job vacancies on Facebook and Zalo industry groups, local job groups, and coordinated with employment centers. Engaged with former employees and leveraged current workers' referrals for recruitment.
- Scheduled and conducted interviews with candidates.
- Guided newly hired workers into the factory and handed them over to team leaders.
- Oversaw attendance tracking for 50 employees, verified timesheets, and calculated leave entitlements in accordance with company policies.