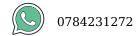
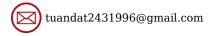


TRAN VAN TUAN DAT TALENT ACQUISITION SPECIALIST



District 2, TP.HCM





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 form 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 spaming on Facebook, posting in recuitment websites, internal introduction were useful methods to find candidates.

Recuitment process:

For Back Office position: Receiving recruitment requests - Posting and hunting candidates in recruitment flatform - 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 flatform - Connecting and communiating 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.

Referals: 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 Careerbuider, 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; thegiodidong.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

RETAIL - MANUFACTURING INDUSTRY

SEP 2018-MAR 2019





Recruiment:

- I got duties and tasks for the whole recruiting process from recieving 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 Seach 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.;
- -Draftting and reviewing probationary contracts and introducting integration to new staffs.

Adminitration:

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

INFOMATION TECHNOLOGY (IT)









INTERESTS

Attend to outdoor activities

Play sports