



TRAN THI NGUYEN HANH

HR Manager

Experienced HR Manager with over 10 years in Human Resources and Administration, managing a workforce of more than 3,000 employees across logistics, B2B manufacturing, and service sectors.

Proficient in building HR systems from the ground up, optimizing payroll — compensation — internal training — employee engagement, and aligning organizational culture with a “win-win” mindset.

Agile thinker with strong labor market insights and excellent cross-department collaboration skills.

WORK EXPERIENCE

1. HR Manager | Ninja Van Việt Nam (Nin Sing Logistics)

 Mar 2022 – Present

- Oversaw 300 office staff and more than 3,000 blue-collar workers across 32 provinces.
- Operated HR, payroll, and benefits systems via SAP, Google Sheets, and Lac Viet with an error rate of less than 0.5%.
- Reduced recruitment costs by 10% in 2024 by optimizing sourcing channels and streamlining processes.
- Developed salary, bonus, and headcount policies for each department, ensuring alignment with budget and staffing targets to support strategic workforce planning.
- Resolved labor disputes and employee conflicts in compliance with labor laws and company regulations.
- Managed disciplinary processes with fairness and transparency, reducing recurrence of violations.
- Strengthened cross-functional collaboration and alignment between departments to improve overall efficiency and engagement.
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- Launched internal training programs aligned with KPIs and focused on practical skill development.
- Led nationwide engagement events—including team-building, sports, and e-sports activities—for 50 to 1,000 participants.

Key Achievements:

- **Awarded “Outstanding Manager of the Year” in 2022.**
- **Elected “Best Union Leader” for 2023–2024.**

2. HR/Operations Manager | Prolife Premium Ltd., Co (B2B)

 **Oct 2019 – Jan 2022**

- Managed recruitment and operations across HO, telesales, and branches.
- Established employee engagement workflows to boost morale and performance.
- Handled payroll, social insurance (via TS24 software), legal compliance, and policies.
- Represented company in client meetings, market research, and liaison with parent company.
- Advised the Board of Directors on HR strategy, compensation, and KPIs

3. HR Executive | Hai Dang Electronic Ltd., Co

 **Oct 2013 – Jul 2017**

- Carried out administrative and HR tasks, including file management, contracts, attendance, and benefits.

ADDITIONAL ACTIVITIES

- Secretary General – BNI Winners Chapter: Organized weekly meetings, team activities, and guest engagement.
- Member – Red Cross Mental Health Project: Supported postpartum women with depression.

EDUCATION & CERTIFICATIONS

- College of Finance & Banking, 2008–2011
- 6-month Certificate in Human Resources & Administration Management, 2020
- Completed a 3-month Total Rewards certification in 2022
- Conducted workforce planning and headcount budgeting in 2023

KEY SKILLS

- **Human Resources & System Management:**
Large-scale HR operations and team leadership
Payroll & budget planning and control
Recruitment, training, and talent development
- **Strategic & Organizational Thinking:**
Designing KPI frameworks and organizational structure
Internal communication and cultural alignment
Decision-making and crisis management

REFERENCE

MR DAI PHAM - HEAD OF COUNTRY FLEET - 084 976435933