

ABOUT ME

With over two years of experience in Human Resources and Administration, I have undertaken multiple responsibilities including recruitment, employee relations, HR compliance, office administration, treasury, and quality assurance in a dynamic retail environment. My strong organizational skills and high sense of responsibility allow me to adapt quickly and handle tasks efficiently.

Career Objective:

To grow professionally in the HR field with a focus on **employee training and internal communications**. My goal is to contribute to building a positive company culture, fostering employee development, and enhancing engagement across the organization.



EDUCATION

Hanoi Pedagogical University 2 2024-2025
Professional Teaching Certificate (College & University Level)
GPA: 8.2/10

Saigon Technology University 2019-2023
Valedictorian of Business Administration Program
GPA: 8.71/20

Weset English Center 2021-2022
English Communication TOEIC 605

PROFESSIONAL SKILLS

- Office software:** Proficient in Word, Excel, PowerPoint.
- HR operations:** Recruitment, payroll, insurance, KPI, employee training.
- Internal communications & event planning.**
- Basic design skills:** Canva, Photoshop, Illustrator.
- Legal understanding:** Licensing, operational legal documentation.

SOFT SKILLS

- Strong communication and presentation skills (Vietnamese, English).
- Team leadership and collaboration.
- Problem-solving and analytical thinking.
- Proactive and quick adaptability.

REFERENCES

- Ms. Trinh - 0911 871 149**
HR Director SCID JSC
- Ms. Dung - 0969 300 685**
CEO Yến sào Cần Giờ Minh Hạnh

WORK EXPERIENCE

- Sep 2023 - Present | Co.opmart Nguyễn Bình | HR Executive - QA Human Resources & Treasury**
 - Managed recruitment and onboarding processes for new staff.
 - Handled payroll, personal income tax, social insurance, and employee benefits.
 - Oversaw timekeeping, shift scheduling, and KPI performance evaluation.
 - Ensured compliance with occupational safety and health regulations; organized periodic training.
 - Maintained document filing systems; managed office supplies and equipment.
 - Planned and executed internal events to promote employee engagement.
 - Administered and reconciled daily cash flow and treasury operations.
- Feb 2023 - May 2023 | CO.OP FINELIFE | Marketing Intern**
 - Supported internal communications and event planning.
 - Coordinated with vendors to produce printed communication materials.
 - Assisted in creating marketing content for social media and e-commerce platforms.
- Feb 2019 - Dec 2022 | MOMO (M-Service) | QA**
 - Verified and authenticated new customer profiles.
 - Helped develop evaluation standards and monitored high-risk applications.
- 2017 - Present | Freelancer Marketing**
 - Created and managed content for multiple fanpages.
 - Co-founded and operated small-scale e-commerce projects: Minz Clothes, Minz Shoes, Minz Cosmetics, Nasus Store, Bero Snk.
 - Social Manager: Yến sào Cần Giờ Minh Hạnh.