



THU B.

SENIOR HUMAN RESOURCE

Objective

Be professional in HR positions.
Be master in Human Resource environment.



Education

UNIVERSITY OF SUNDERLAND

SEP 2012 - MAY 2016

Major: Financial Management

Graduated: Merit



Work Experience

VINPEARL CONDOTEL PHU LY - VINGROUP

NOV 2019 - NOV 2020

Senior Human Resource

Managing the system of personnel policies and regulations:

- Coordinating the development and implementation of policies, evaluate the implementation and propose improvement options when necessary.

Human Resource - Training Planning:

- Making plans including: recruitment plan, training and development plan and internal work plan.

Managing and controlling in human resource - training:

a. Human Resource:

- Suggesting appointments, dismisses, transfer employees or provide personnel assessment information for manager to perform personnel mobilization.
- Applying salary, bonus, allowance, insurance, welfare and working condition support for employees.
- Responsible for attendance & payroll calculation for all staffs
- Controlling activities related to procedures for: signing / terminating labor contracts, transferring, rewarding, disciplining...; employee record management.
- Developing, analyzing, and updating the company's salary budget.
- Building and developing organization structure/human resource planning.
- Recommend new policies, approaches, and procedures
- Maintaining company directory and other organizational charts.
- Follow up on any issues related to employment and labor issues and resolve problems

b. Training & Development:

- Organizing cultural development activities for employees: GM Talk, Birthday for employees, Health examination...
- Co-ordinate with Department Head to plan for training for key positions
- Formulate and conduct orientation and induction program for new hires to ensure company culture, rules and regulations are communicated and delivered

Others:

- Making HR reports according to State Regulation.
- Implementing reports under leader's request.

VINPEARL JOINT STOCK COMPANY - VINGROUP

NOV 2018 - NOV 2019

Human Resource Executive



05/09/1994

[protected data]

protected@topcv.vn

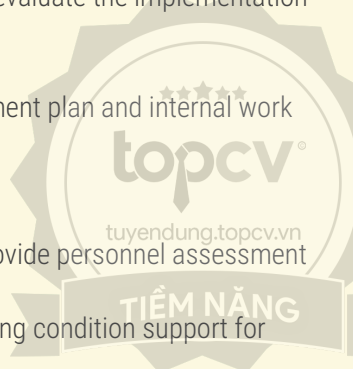
Hanoi, Vietnam

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SKILLS

English

Excel, Word



- Preparing document and equipment to welcome onboard for new employee.
- Handling labor contract and compulsory insurance matters.
- Follow up staff performance appraisal; renew labor contracts, update of employees' promotion, transfer and termination.
- Handling monthly payroll and yearly forms for employees.
- Responsible for PIT code registration for employees and dependents.
- Conducting exit interviews to identify reasons for employee's termination.
- Updating job description and HR mapping for key positions.
- Participate in developing policies, procedures, regulations and internal documents related to Employees issued in the Human Resources Department.
- Implementing in KPIs evaluation for employees.

VINCOM RETAIL JOINT STOCK COMPANY - VINGROUP

FEB 2018 - NOV 2018

Human Resource Executive

- Preparing Human resource budget.
- Implementation of time keeping, salary calculation, salary procedures according to salary regulations and company policies
- Preparing and deducting personal income tax under the law.
- Implementing social insurance, medical insurance and ensuring do it under Vietnam insurance law.
- Assisting Head of Department to set KPI for their staffs and conducting the annual evaluation of staff based on the KPI that was set.

VINSERVICE LIMITED LIABILITY COMPANY - VINGROUP

APR 2017 - FEB 2018

Human Resource Executive

- Controlling employee's time sheet, processing monthly salary payroll, daily record, overtime calculation and ensuring payment monthly salary on time.
- Preparing labor contract for employees.
- Supporting social - medical insurance and ensuring do it under Vietnam insurance law.
- Updating the list, proposing reward and discipline for employees under company's regulation.
- Dealing with issues for employees under the law.
- Arranging periodical health examination and organizing team building/holiday for employees.

VINCOM RETAIL JOINT STOCK COMPANY - VINGROUP

NOV 2016 - APR 2017

C&B Executive

- Preparing labor contract for employees.
- Implementing social - medical insurance and ensuring do it under Vietnam insurance law.
- Updating the list, proposing reward and discipline for employees under company's regulation.
- Dealing with issues for employees under the law.
- Implementing reports under leader's request.

24H TECHNOLOGY JOINT STOCK COMPANY

JUN 2016 - NOV 2016

Recruitment Staff

- Advertising jobs on social networks and recruitment channels, work with headhunt agency.
- Shortlisting for potential candidates and developing candidate database.
- Arranging interview schedule and contacting candidates.
- Sending offer letter and informing interview's result for candidates.
- Preparing labor contract and on-boarding process.



Honors & Awards

Excellent Executive in Vinservice

2017

Excellent Executive in Vinpearl

2019

