

NGUYEN THI HAI

HRIS | C&B | Labor relationship | Labor law | Labor planning | Business Strategy

 19th July 1993  



EMPLOYMENT HISTORY

HR&GA Manager

LOTTE Innovate Vietnam Co., Ltd (IT industry)

08/2019 ~ 05/2025

- Managed and maintained the HR budget, including training, yearly recruitment plan and manpower forecasting
- Recommending HR tooling to achieve process efficiency and participating in key decision of BOD
- Handle employment relationship procedures including the labor disciplinary process, grievances, statutory rights, settlement agreements
- Handle performance management processes which included on-boarding, performance improvement plans, KPIs evaluation and exit interviews.
- Review or make processes and procedures and ensuring adherence to labor laws and suitable with company business strategy
- Annual review to change the organizational structure according to the business strategy
- Coordinate with All Department in setting the culture of the business, and organized social and professional event to ensure that employee understood the business values and were engaged in their roles
- Responsibility for all C&B task: calculation salary, SHUI, PIT, Labor contract,...
- Monitor Team performance and control system to ensure adherence to best HR Practice and compliance to regulatory requirements
- Provide direct management to the HR&GA staff to ensure the smooth running of all HR&GA operation

HR&GA Specialist

Tsuchiya TSCO (Ha Noi) Co., Ltd (Manufacturing)

07/2018 ~ 06/2019

Onsite in Tsuchiya TSCO (Vietnam) – VSIP 1, Binh Duong for 6 months (07/2018 ~ 12/2018)

- Make the regulation and procedure related to HR-ADM job to building ISO system: salary, bonus, time keeping control, office control
- Payroll: Making monthly payroll, Liquidation payment for resignation employee
- PIT: PIT code and dependent's tax code registration, yearly PIT finalization
- Performance review: performance evaluation, new salary budget
- SHUI and health insurance: handling employee regimes such as sickness, maternity, labor accident...
- Labor budget control: Make the report to analyst about the monthly manpower cost, Advisor for BOD about company budget and policy for employee
- Employment relationship: Answer any question related to compensation and benefit, handle discipline process when needed
- Responsibility for all admin task: management stationary, all IT equipment's, uniform; control canteen supplier; welcome guest

Human Resource Executive

KinderWorld Education Group

06/2017 ~ 02/2018

- Make monthly Time Attendance for all campus: prepare TA template
- Be responsible for related compensation issues such as salary increment, gift for staff.
- Apply for issuance PIT code for employees, Register dependent tax code.
- Register social, health and unemployment insurance contribution for new employees.
- Make claims for social insurance benefits (sick leave, maternity leave...) and follow up payment for employees.
- Prepare performance evaluation forms for employees to be distributed to concerned Principals or Head of Departments.
- Follow up and collect the completed performance evaluation forms to make new contract or re-new contract.

Human Resource Officer

JGCS Consortium – NSRP Project (Construction)

04/2016 ~ 05/2017

- Calculate monthly salary, calculate personal income tax and prepare salary bank transfer, ensure timely salary payment
- Be responsible for related compensation issues such as salary increment, bonus, transportation allowance, phone allowance, meal allowance and other special payment.
- Issue certificate of PIT withholding
- Coordinate with Accounting department to finalize personal income tax for all staffs
- Collect all data and documents as monthly payroll, salary increment letter, request for change assignment or change section

SUMMARY

HR&GA Manager with 9 years' experience and expertise in IT industry
High effective HR Manager well versed in developing and managing C&B, HRIS, labor relationship

ACHIEVEMENTS

- Successfully set up the HRIS
- Successfully built Salary scale system and Labor cost standard
- Systematize human resource processes such as Time attendance regulation, salary calculation, Labor contract signing process, Recruitment procedure

SKILLS

- Set up HRIS
- Good knowledge of labor code, social insurance law, tax law.
- Management skills, leading the team to achieve the goals
- Dedicated, dynamic, self-motivated, analytical, learns quickly and problem solving.

LANGUAGES

English 

EDUCATION

Bachelor in Corporate Finance
Academy of Finance 2011 ~ 2015

SHRM-SCP Learning 2023 ~ 2024