

HUYNH THIEN AN

Nov 12 , 1996 | +84 168 887 0168 | huynh.thienan121@gmail.com

OBJECTIVE

To work in a professional working environment.
Willing to learn new things or be trained to work. Gain more experiences in fields.

EDUCATION

Human Resources | Hoa Sen University | 2014 – Present

WORK EXPERIENCES

Mar – June

2018

MANPOWER VIETNAM | Recruit Intern

Manpower is a company of ManpowerGroup - the world largest outsourcing and staffing services, with 70 years in market, more than 3000 offices and across 82 national over the world...

Main tasks:

- Search CV.
- Screen candidates via phone.
- Invite candidates via mail and phone.
- Make candidate report.
- Support other Admin task.

July – Sep

2016

HOI AN EXPRESS | HR Intern

HAE is travel company and provide high quality, high value holidays with an emphasis on personalized and attentive service.

Main tasks:

- Collect labor contract and list task follow up by HR Manager.
- Import labor contract to company's system.
- Import customer information and relations to site of company.

Jun – July

2016

PHUONG NAM DIGITAL | Telesale Intern

PNG is marketing company and provide digital marketing services: Google Ads, SEO, Social Ads, Website,...

Main tasks:

- Search company's information on internet.
- Call and introduce they service's company provide.

ACTIVITIES

AMITY CLUB - HOA SEN UNIVERSITY | Member/ Logistic

- Organise and build content for "Welcome Day" show - which help exchange student get on well with university, Vietnamese's human and culture.

- Take part in theatricalize and support Logistic team.

SKILLS

- Communication.
- Teamwork or Individualwork.
- Analytical skill.
- English skill.
- Microsoft Offices: Outlook, Word, Excel, Powerpoint.
- Logical thinking.
- Can work high underpressure.

REFERENCES

References available upon request