

**PHAN THI LAN**

Long Bien, Hanoi

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Personal statement: I am passionate in HR field in which I can help employees and companies to find their best matches and to support them to create more value added and more opportunities for continuous development.

EDUCATION**Hanoi University***Bachelor degree in Finance and Banking***Hanoi, Vietnam***Sept. 2011 - 2015*

- Advanced Program of Finance and Banking to be taught in English
- English: IELTS 6.5; Chinese: HSK level 4

Thai Nguyen University*Bachelor degree in Business Law – In process (E-learning)***Vietnam Japan Training Center (now known as TCI)***Advanced Human Resource training course***Haiphong, Vietnam***August 2016***WORK EXPERIENCE****Pizza Vietnam Co., LTD (100% Hongkong investment)***HR Executive – Northern Office***Hanoi, Vietnam***Feb 2020 – Now***Recruitment and development**

- Work on Talent acquisition to ensure delivery of effective hiring and resourcing plans and strategies (both executive positions and mass recruitment for team-member positions in Northern provinces)
- Perform full cycle of recruitment: getting order from hiring managers, making JD, posting jobs, hunting candidates, interviewing, offering, contracting and training orientation
- Maintain systematic sources of potential candidates and build up appropriate networks to source candidates
- Manage recruitment fan-page and account to consult and attract candidates
- Assist to plan, monitor and update annually recruitment budget
- Cooperate closely with business and T&D department to identify needs of workforce and creating cohesive and effective path for potential staffs
- Administrate and support in training HR policies and procedures from headquarter to Northern office for implementing
- Organize / coordinate group on-boarding schedule of staffs: implement internal training courses to ensure that new employees understand business context, company core values, HR policies & processes

Employee relation

- Cooperate with concerned departments in implementation of ER activities such as Monthly Gathering, Mid-year review party, Zero Waste, Best staff, other teambuilding activities and do research after event for improvement.
- Deal with employees' questions, requirements, complaints, work relation with the concerned department for responses, clarification, improvement...
- Cooperate with partnered hospital to organize Annual Health check-up for existing employees as well as new-comers
- Build and maintain working relations to provide advice and counsel to balance employees and organization interests

HRIS

- Be in charge of check, update any change in employee information of assigned in Cadena HR system
- Check time attendance for Northern office
- Monitoring contracts' term and notifying HOD for appraisal to ensure prompt contract extension or termination (no limit of labor contact, appendix, ...)

Admin tasks

- Supervise 1 Admin staff for overall administration tasks
- Manage vendors under HR Management including service of transportation, cleaning, stationary, etc.
- Order water, stationary, uniform
- Prepare monthly Payment requests and control and consult with related PIC to reduce cost

Jellyfish HR Vietnam - <https://jellyfishhr.com/>*Career Advisor (Senior Recruiter)***Hanoi & Haiphong, Vietnam***Jan 2016 – Feb 2020***Recruitment/Candidate hunting tasks:**

- Headhunt junior to C-suites of candidates from different sources (like LinkedIn, Facebook, other recruitment sites) - identifying and approaching suitable candidates who may already be in work;
- Receive and review applications' suitability for existing jobs via phone calls and convincing them to apply for the jobs by pointing out the matching points between their experience and job requirements;
- Organize and manage interview with shortlisted candidates; follow applicants until the end of the recruitment process and supporting them during probation time;
- Consult both clients and candidates on pay rates/salaries, training and career progression, other related HR policies such as labor contract, labor law, social insurance, C&B, and so on;
- Consult clients' recruitment policies to ensure effectiveness of selection techniques and recruitment programs;
- Be in charge of internal recruitment in Hai Phong office.

Marketing and GA tasks:

- Be in charge of holding events (Job Fair, Career Expo) to boost company's image and goodwill to attract candidates as well as supporting clients' recruitment plan
- Support Japanese and Vietnamese and Chinese Recruitment advisors to visit clients and give advices
- Manage recruitment fan-pages and accounts to consult and attract candidates
- Training new-comers in the team and junior staffs about internal system and the way of work
- Be new-comers' buddy to help and consult them in-time

- Be in charge of doing quick research about any industry in Vietnam, discussing the current situation and opportunities for foreign investors (mainly Japanese enterprises)
- Generated information and data about Vietnamese economy in general and two big cities Hanoi and HCMC in specific to fill in the data base of company
- Supported HR division to hold events: Job Fair 2015 (VCCI) in FTU
- Supported Sale department to invite Vietnamese IT companies to join in the ITpro Expo 2015 held in Tokyo, Japan

Vietnam International Bank (Head office) - <https://vib.com.vn/wps/portal/vn/>

- Be in charge as an admin to arrange training classes for VIB's staffs
- Served as teaching assistant of VIB's professors
- Prepared materials: print slides, handbooks for teachers; set up rooms, projectors, video conference, order tea-breaks and necessary office supplies.
- Contacted with VIB's managers and their staffs to remind them about their registered classes and send to necessary materials.
- Searched and communicate with out-VIB training companies to ask for academic classes if there is any request from VIB's managers.
- Settled learning invoice and other supplies invoice in the SAP system.

LANGUAGES AND ACTIVITIES

Languages: Fluent in English and Vietnamese; Chinese: Basic working proficiency

Activities:

- 10/2012-now: Head of Projects and Events Department, Member of External affairs Department, Hanoi University Job Club (HJC)
- 10/2014: Member, Hanoi University Securities investment club (Hanu SIC)
- 9/2012-6/2013: Project organizer, Vietnam Youth Development (YD-HANU)
- 10/2012: Member of "Hành trình xanh" project, 360 Hanoi
- 3/2012: Volunteer manager, "Đổi đèn" project, 360 Hanoi