



Le Thi Minh Hoa
Recruiter Specialist

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👤 Female

📅 April 8, 1994

📍 Hanoi, Vietnam



Objective

Take advantages of recruiting experiences, soft skills and understanding of labor market to become a professional HR Specialist, bring good jobs and chances to everyone. From that, I will contribute to development of company.



Education

VIETNAM UNIVERSITY OF COMMERCE

2012 - 2016

Major: Human Resources Management

GPA: 3.36/4.0

Degree: Very Good



Work experience

TOPICA EDTECH GROUP

Feb 2016 - Present

Recruiter Staff

***Leader of HR and Admin dept of Edumall Thailand product (worked in Bangkok, Thailand)**

- Make mechanisms to calculate commission for Thai local sales and marketers
- Work with relevant depts to solve Administrative formalities for Thai people such as visa, payment/salary/monthly party..
- Support HR center to recruit candidates and training course for Thai people

***Leader of project "Sales Recruitment of Topica Uni product" (worked in Tp.HCM)**

- Make plan about the number of sales vacancies, the number of CV runs, budget and recruitment channels to meet the recruitment needs
- Run CV from Marketing Channel. My CV counts for 45% of total CV from Marketing team
- Call directly contacts without CV to convert. Increasing the ratio of convert CV up to 32.88%
- Coordinate about setting up interviews, orientations, welcoming candidates
- From 19/6 to 20/8 has recruited 40 candidates
- Manage 5 collaborators

***Key member of project "Edtech Asia Hackathon 2016"**

- Attracted 200 people signed up, 70 teams for competition to create valuable products for the community
- Facebook and Google sponsored up to 90.000 USD

***Key member of project "22CEO Thailand Recruitment"**

- Recruited 16 candidates from Thailand, Bangladesh, Philippines and China
- Built recruiting tools for project
- Built mechanism for the international managers working in Vietnam

***Leader team "Welcome and Take care managers"**

- Built the operating procedure and reports of team to increase the ratio of retaining employees
- Ensure the retaining rate is 90% after slot 1 and 70% after three slots
- Work as admin to resolve the procedure in terms of work and papers for Vietnam and foreign managers
- Design Survival Kits for candidates coming from the manager recruitment program
- Participate in project "New employees hand book"
- Manage 2 collaborators

***Leader team Management CV, Convert CV, Event**

- Ensure CV from all sources was entered to the system correctly with more than 100 orders and 4000 CV every month.
- Convert CV from the old jobs to hot jobs to handle the shortage of CV, increasing the ratio of convert from 13% to 19%
- Run recruitment and branding events: The creative career of Hanoi students workshop 2016, Tech Expo 2016, Vietabroad career workshops 2017, The Big Leap 2017, STEMCON 2017, Start up workshop with U.S. Ambassador Ted Osius, Massachusetts Institute of technology and a former student of the Ivy League universities.
- Manage 2 collaborators

***In addition:**

- Member of recruitment projects: IT experts (ITX), 22CEO South East Asia (22CEO), Future international senior experts (FISE), Zoho CRM system.
- Run the company's event aims to take care of the spiritual life for staffs: 8/3, 20/10, 20/11, Christmas, Gala Year End Party, Spring trip company...

FPT TELECOM

Jul 2015 - Dec 2015

Training Internship

- Coordinate and organise for new employees and staffs in company
- Support lectures to design and create training program content
- Statistic, report, review the quality of the training course

CMC TELECOM

Jul 2014 - Dec 2014

Recruiting & Training Internship

- Support recruitment and training works in Recruitment Center



Activities

HUMAN RESOURCES CLUB

Oct 2013 - Dec 2016

Leader of team

- Organize the training sessions and workshops aims to share the knowledge of HR and soft skills from the HR experts in many companies