



# HO THI VAN THU

HR RECRUITER

## PERSONAL PROFILE

Extremely motivated to constantly develop and improve my skills. I am not afraid of difficulties and always have the responsibility to deal with the problem. Moreover, I am always encouraged and ready for new challenges. Therefore, I am confident in my ability to consistently finish my work and meet deadlines.

## CONTACT

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📍 658/71 CMT8 St, District 3,  
Ho Chi Minh City

## EDUCATION

University of Economics

Ho Chi Minh City 2016 – 2019

Human resources management

GPA: 7.8/10

## SKILLS

- Good adaptability
- Organizing and problem solving
- Time management, communication skills
- Ability to teamwork as well as independence
- Language: Vietnamese and English

## WORK EXPERIENCES

### IT RECRUITER AT TPS SOFTWARE |

JUNE 2019 – SEP 2019

- Discussing with hiring manager to identify new job openings
- Exchanging directly with the technical leader/manager about relating requirements for those positions
- Writing job description and posting to the relevant media platforms
- Screening, updating, shortlisting resumes on the database system
- Searching and seeking candidates on the potential social media
- Set up interview via phone, skype, email...
- Supporting on-board and off-board actions of employees
- Planning and preparing for long-term human resource development projects and talent acquisition team.
- Report the recruitment results weekly, monthly.

### HR RECRUITMENT INTERNS AT AUTOGRILL VFS F&B |

OCT 2018 – FER 2019

- Arranging, selecting employees profiles and recordkeeping.
- Prequalification by phone or arranging the direct interview schedule.
- Testing and evaluating candidate capacity.
- Explaining as well as informing about benefits, policies, regulations and obligations for new employees.
- Setting up the contract and exchanging to signing.

## CERTIFICATE

- IC3 Global Digital Literacy Certificate.