

## CURRICULUM VITAE



### DUC NGUYEN HOAI

#### OBJECTIVE

To work for an organization which give me opportunity to improve my skills and knowledge and growth along with the organization objective.

#### SKILLS & ABILITIES

Essential skills: communication, time management, negotiation, convincing skill  
Language: Vietnamese, English (intermediate)  
Strengths: hard-working attitude, logical thinking, processing thinking, observation analysis, overall IT knowledge.

#### INFORMATION:

Date of birth: 23-05-1995  
Gender: Male  
Address: No 17, Path 37 Tran Quoc Hoan Str, Cau Giay Dist, Hanoi, Vietnam  
Phone: 03435.87088  
Email: [hoaiduchvtc@gmail.com](mailto:hoaiduchvtc@gmail.com)  
Skype: hoaiduchvtc

#### HOBBIES

Reading books, swimming, martial art, singing...

#### REFERENCE

Mrs. Van Le – Trading Team Manager - Navigos Search Vietnam  
Email: [van.le@navigossearch.com](mailto:van.le@navigossearch.com)

Mrs. Huyen Tran – ITT Team Leader – First Alliances  
Email: [thuhuyen.tran@fa.com.vn](mailto:thuhuyen.tran@fa.com.vn)

## EXPERIENCE

### FIRST ALLIANCES, HANOI BRANCH

09/2018 – 12/2019

Associate Consultant – ITT Team

- Identifying client's business/requirement and developing relationships
- Advising on and selling the most appropriate solution for attracting candidates and maintaining a candidate database
- Doing research, collecting information and understanding the labor market
- Assessing and responding to the needs of each particular client or assignment
- Sourcing suitable candidates and briefing them on the opportunities
- Managing the process through interview to offer stage and beyond
- Offering CV, interview and general career advice

#### Recruitment positions experiences:

Agile – scrum team (Scrum master – Business Analyst, PM, PO, development team – designer, QA, FE/BE developer – all programming languages), embedded positions...

### GAMELOFT, HANOI STUDIO

06/2018 – 09/2018

Talent Acquisition and Communication Intern

1. Internal & External Communication  
Update news, activities, and events on company channels  
Support organize team building and Studio's CSR activities
2. Talent Acquisition  
In charge recruitment process of some technical position  
Organize the Studio's recruitment branding events

### NAVIGOS SEARCH, HANOI BRANCH

10/2017 – 12/2017

Researcher intern

## EDUCATION

### ACADEMY OF FINANCE, HANOI

From 2013 to 2017

Bachelor of business administration – Good (7,25)

## LEADERSHIP

Member of the Standing Committee of the Faculty of Business Administration  
Leader of logistic team (8 members): planning and setting up faculty events.  
Award: Outstanding achievements in mission and youth movement.