

HOÀNG THỊ MINH CHÂU

03/09/2001 (Triều Khúc, Thanh Trì, HN)

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EDUCATION

Hanoi University

09/2019 - 05/2023

Major: Business Administration

GPA: 3/4

OBJECTIVES

- Short-term objective: use the knowledge learned at the faculty of business administration at Hanoi University, and some typical experiences along with fluent English skills, as leverage to develop and adapt quickly to the job as an HR Internship.
- Long-term objective: the desire to be an official employee after an internship and working hard to increase the company's productivity.

EXPERIENCES

CHUBB LIFE VIET NAM

6/2020 - 8/2020

HR ASSISTANT

- Support the process of recruitment: searching for potential candidates, posting recruitment news, scheduling interviews
- Send schedules of training courses to candidates to attend
- Support to monitor and guide candidate's probation period

GIAO HANG TIET KIEM JSC (HEAD OFFICE)

5/2022 - 8/2022

HR INTERNSHIP

- Directly search for potential candidates, post recruitment news, set up and send scheduled interviews and update necessary documents (candidates' database, training process)
- Be responsible for interviewing candidates directly and pushing them to prepare for the interview round with the senior manager
- Send schedules to candidates to attend the company's professional training course
- Follow and guide candidates' probation time
- Directly answer questions and take care of candidates during working time

MY WAY FOOD AND SERVICES JOINT STOCK COMPANY

8/2022 - 10/2022

HR INTERNSHIP

- Support the process of recruitment: searching for potential candidates, posting recruitment news, scheduling interviews
- Guide candidates to complete the paperwork
- Complete the assigned tasks: timekeeping, drafting labor contracts, managing the company's recruitment page, internal marketing

SKILLS

Office Information	- Proficient use of Word, Excel, Power Point tools
English skills	- The ability to use four English skills fluently (Listening, Speaking, Reading, Writing)
Communication skills	- Interact and connect with people, establish relationships
Teamwork skills	- Sociability, responsibility, connection and interaction with everyone in the team, the company to increase productivity

LANGUAGES

- English skills
- Korean skills

