



NGUYEN HUU MINH KIET

Talent Acquisition | HRBP | Organizational Development



1992



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District 2, Ho Chi Minh City

EDUCATION

Bachelor of BA
Open University, HCM City
2011 – 2015

EXPERTISE

- Management Skills
- Partner relationship management
- HR needs analysis
- Project management Skills
- Negotiation skills
- Labor law knowledge
- Communication skills
- Leadership skills

LANGUAGE

- English communication

OBJECTIVE

Strategic HR professional with 10+ years of experience in talent strategy, workforce planning, and organizational development across diverse industries (Retail, Banking, E-Commerce, Logistics, F&B, Technology). Seeking to leverage expertise in aligning HR initiatives with business goals and driving cultural transformation to contribute to a high-performing organization.

WORK EXPERIENCE



**Phu Nhuan Jewelry Joint
Stock Company – PNJ**

05/2023 – 07/2024

HRBP Assistant Manager

In charge of the office segment and 50% of stores operating in Ho Chi Minh City

Main responsibilities:

1. HR Strategy

- Develop a human resource plan based on the unit's business orientation
- Build and shape the organizational structure according to the unit's development goals.
- Plan training and human development for the unit

2. HR Business Partner

- Support department managers in controlling personnel costs within the unit.
- Guide and support the head of the unit in situations of conflicts/ complaints/ objections from employees. Actively and flexibly apply necessary resources to come up with satisfactory solutions to conflicts in labor relations.
- Consult, support, and implement the review of salary increase, promotion, appointment, mobilization, application of salary, and bonus và welfare regimes by PNJ's policies. Report to the Operations Director/Human Resource Director the complicated cases and their suggestions
- Consult and establish the department's KPIs and the Employee Performance Management System (PMS) for one year



**Nova FnB – Nova Service
(A member of Nova Group)**

05/2022 – 04/2023

HRBP Assistant Manager

Take responsibility for personnel issues related to the Head Office (HO) and the Restaurants Operation Division (ROD), overseeing over 2,500 headcounts (approximately 400 people in HO and 2,100 people in ROD) across more than 35 brands in the Food & Beverage industry.

Main responsibilities:

1. Recruitment field

- Actively advise and support the unit in developing a human resource plan suitable to the needs of the unit and the policy.
- Work closely with the recruitment department to meet the unit's human resource needs in terms of quality, quantity, and time.
- Support/guide onboarding for managers in the unit to create conditions for newcomers to integrate with the organization and achieve efficiency quickly.
- Support management staff in controlling personnel costs in the unit.

2. Human Resource Management and Labor Relations

- Assist HRD in building the organization chart, planning & controlling headcounts for the Head Office and RODs.
- Control and support/advise the implementation of HR activities for business unit leaders: signing/terminating labor contracts; appointing/ removing/ transferring/ changing the titles of employees in accordance with regulations.
- Responsible for developing and promulgating operating policies and processes to suit the company's operational situation.
- Coordinate with functional departments to implement reward and discipline procedures for employees in the unit.
- Guide and support the head of the unit in situations of conflicts/. complaints/ objections from employees. Actively and flexibly apply necessary resources to devise satisfactory solutions to conflicts in labor relations.

3. Performance Evaluation and Compensation

- Consult, support, and implement the review of salary increases, promotions, appointments, mobilizations, and the application of salary, bonus, and welfare regimes in accordance with Nova FNB's policies. Report complicated cases and suggestions to the Operations Director/Human Resource Director.
- Consult and set the Department's KPIs and the Employee's PMS for 2022.



Mobile World Investment Corporation

TABP Team Leader

04/2021 - 04/2022

Subordinates: 1 Senior and 6 Specialists

Main responsibilities:

Take responsibility for the personnel issues of Toan Tin Logistics, An Khang Pharmacy, and Bachhoaxanh.com E-commerce with about 6,000 headcounts.

1. Recruitment field

- Ensure the ability to meet staffing needs for the unit to maintain operation and development. The average number of hires ranges from 400 to 600 employees per month.
- Record and advise on recruitment strategies for special projects with business units.

2. Human Resource Management and Labor Relations

- Organize management capacity assessments through 360-degree feedback programs.
- Conduct exit interviews, handle disciplinary actions, and participate in consulting to develop welfare policies for business units.
- Organize internal promotion contests periodically throughout the year for middle and senior management positions.

Senior TABP

03/2017 - 04/2021

In charge of BachHoaXanh in most of the southern provinces of Vietnam about 1000~1500 headcounts.

Main responsibilities:

- Ensure the ability to meet the staff for the unit to maintain operation and development. The average number of responses is from 200 to 300 employees per month
- Build employee branding and organize activities to increase the amount of resources for Bach Hoa Xanh chain
- Coordinate with training experts to organize orientation sessions for new employees
- Conduct severance interviews, disciplinary handling
- Make reports on recruitment progress and personnel situation



VIETNAM PROSPERITY JOINT STOCK COMMERCIAL BANK

Talent Acquisition Staff

05/2015 - 02/2017

Main responsibilities:

1. Talent Acquisition, Sourcing.

- Supported the TA Manager in sourcing and recruiting mass candidates for four divisions: SME Banking, Retail Banking, Operations Banking, and Risk Banking by searching CVs, approaching candidates, and conducting interviews.
- Worked with key internal departments/divisions to set up headcount plans, annual budget plans, and recruitment campaigns.
- Built a strong network for recruitment, developed talent mapping, and established sources to enrich VPBank's recruitment database to support recruitment efforts.
- Was accountable for sourcing strategies and recruitment for management and critical roles.

2. Employer Branding

- Collaborated with recruiting leaders and managers to develop sourcing strategies to meet current and future hiring needs.
- Organized and participated in employer branding events such as job fairs, career talks, and university events to enhance VPBank's image.

ACHIEVEMENTS

★ 2017

- Excellent Staff of Talent Acquisition Department in 2017

★ 2020

- The Face of HR Division 2020 - Best performance at MWG

★ 2021

- Excellent Team Leader - Trusted partner of the business unit in 2021 at MWG