

Nguyễn Thị Hà Trang

Talent Acquisition & HRBP



With 8 years of professional experience in Human Resources, I am actively seeking new opportunities to further advance my career. I am a highly approachable and attentive individual, known for my strong listening skills and thoughtful approach to problem-solving. Colleagues often describe me as a dedicated learner and a patient team player. I am continuously open to acquiring new knowledge and embracing opportunities for growth, particularly through the insights and experiences of others. I am confident that my skills and experience would be a valuable asset to your organization.

PERSONAL INFORMATION:

DOB: 02/07/1993

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Address: An Phuc Apartment, District 2, HCMC

EDUCATION:

2011 – 2015: Business Administration – Marketing Management

Open University of HCMC

EXTRA COURSES:

2019: Human Resource Management

International Human Resource

2014: Event Organization – Event Specialist

BMG Business Training

2013: Awake Your Power – 7 habits for highly effective people

Breakthrough Power Academy

WORKING EXPERIENCE:

MAR 2023 – NOW: DELOITTE VIETNAM

Senior Talent Acquisition Consultant – Directly report to: HR Director

Deloitte.

Talent Acquisition (70%)

- Partner with HR Business Partners (HRBP) and hiring managers to understand talent requirements and provide expertise on recruitment best practices.
- Develop and implement a comprehensive talent acquisition strategy that aligns with business objectives, focusing on key areas such as Audit, Tax, M&A, Risk Management, and high-potential roles.
- Oversee recruitment logistics, including conducting interviews, reference checks, salary negotiations, and offer processing.
- Ensure clear and continuous communication with prospective candidates throughout the recruitment process.
- Utilize data-driven insights to monitor key recruitment metrics, track trends, and provide recommendations for process improvements to optimize hiring efficiency.

Employer Branding (20%)

- Promote a positive candidate experience throughout the recruitment and onboarding process, utilizing social media platforms and industry networks.
- Build and maintain strong relationships with universities in HCMC, including principals, lecturers, and student club leaders.
- Collaborate with the communications team to organize university tours and workshops focused on areas such as Audit, Tax, and Finance to attract top talent.

Employee Engagement (10%)

- Work closely with the communications team to plan and execute employee engagement activities, such as D-hour events, mosaic workshops, and first aid training sessions, fostering a positive work culture.

APR 2022 – MAR 2023: NOVADREAMS SERVICES AMUSEMENT PARK
Talent Acquisition cum HRBP Team Leader – Directly report to: HRA Director



Talent Acquisition (50%)

- Oversee the entire recruitment process to ensure each department has the necessary manpower for smooth operations.
- Lead the Talent Acquisition team to enhance work efficiency, reduce costs, and ensure adherence to established procedures.
- Utilize the most effective selection methods to identify candidates, including internal transfers, to meet business requirements.
- Manage recruitment for positions across the Amusement Park/Hospitality industry, from Junior to Director-level roles in the head office, and support mass recruitment for on-site positions.
- Oversee the onboarding process, update employee data in the HR system, and issue offer letters.
- Utilize data-driven insights to monitor key recruitment metrics, track trends, and provide recommendations for process improvements to optimize hiring efficiency.
- Regularly update and manage recruitment networks to optimize talent pools and attract high-quality candidates.

Organization Development (30%)

- Define and document job descriptions and scope of work for various roles within the organization.
- Maintain and update the organizational chart regularly to reflect any structural changes.
- Propose and manage headcount planning, including conducting turnover rate analysis.
- Handle the documentation and processes related to promotions and dismissals in compliance with company procedures.
- Monitor and follow up on the performance of new employees during their probation period to ensure successful integration.

Employer Branding & Employee Relation (20%)

- Manage and write engaging content for the LinkedIn career page of NovaDreams, showcasing company culture and job opportunities.
- Lead the "Great Place to Work" award project, ensuring the company's positive reputation as an employer.
- Build and maintain strong relationships with line managers to better understand recruitment needs and ensure alignment with business goals.
- Assist in organizing various company events and employee activities to foster a positive work environment.

MAR 2019 – MAR 2022: SAI GON PAPER CORPORATION – SOJITZ GROUP
Senior HR Development Specialist – Directly report to: HR Director



Recruitment (50%)

- Oversee the entire recruitment process to ensure each department has the appropriate manpower for smooth operations.
- Lead the HR Development team to enhance work efficiency, reduce costs, and ensure compliance with recruitment procedures.
- Define job descriptions and document role specifications to accurately reflect business requirements.
- Utilize effective selection methods to identify the most suitable candidates.
- Manage recruitment across various positions within the FMCG industry, ranging from Junior to Manager-level roles in both back-office and sales functions.
- Conduct reference checks for successful candidates to ensure reliability and fit.
- Oversee the onboarding process, ensuring smooth integration of new hires into the organization.
- Monitor the probationary period for newcomers, ensuring a successful transition.

Learning & Development (30%)

- Develop and update training materials, including orientation contents, to ensure alignment with organizational needs.
- Conduct orientation training for new employees and coordinate on-the-job training programs to enhance skills and knowledge.
- Maintain accurate records of employee participation in all training and development programs.
- Organize and facilitate training in Health, Safety, Security, and Environment (HSSE), First Aid, Fire Fighting, and maintain certification records for audit purposes.
- Collaborate with external trainers to organize soft skills training courses for employees.

Employer Branding & Employee Relation (20%)

- Regularly update recruitment network information to optimize talent pools and attract top candidates.
- Build and maintain strong relationships with line managers to ensure a thorough understanding of recruitment needs.
- Organize monthly "Brown Bag Lunch" sessions to foster employee connection and facilitate soft skills development.
- Support the organization and execution of various company events and activities to engage employees and enhance company culture.

OCT 2016 – DEC 2018: BUREAU VERITAS CPS VN

HR & Admin Executive – Report to: HR Supervisor



Recruitment (50%)

- Utilize a variety of effective selection methods, including recruitment websites (VietnamWorks, Career Builder), LinkedIn, Facebook Groups (Logistics), internal referrals, and headhunters, to attract top talent.
- Screen resumes and cover letters, and conduct both phone and in-person interviews to evaluate candidate qualifications and fit.
- Manage recruitment for diverse roles within the forwarding services industry, ranging from entry-level to senior positions, including roles in Lab Technology, Customer Service, Business Development, Department Administration, Invoicing, and Accounting.
- Prepare and submit detailed monthly recruitment reports to the regional team, analyzing hiring trends, performance, and areas for improvement.
- Perform thorough reference checks for shortlisted candidates to ensure qualifications, background, and cultural alignment with the company.
- Oversee the onboarding process, including setting up employee email accounts, preparing stationery and workstations, and conducting office tours to ensure a smooth integration into the company.

Compensation & Benefits (20%)

- Collect, organize, and maintain comprehensive employee documentation, ensuring compliance with company policies and regulations.
- Prepare essential HR documents, including Offer Letters, Labor Contracts, Probation Evaluations, and Termination Decisions, in accordance with company protocols.
- Support payroll and benefits administration by reviewing and tracking employee timesheets, leave records (annual, sick, paid, and public holidays), ensuring accurate documentation and reporting.

Admin (30%)

- Process payment requests for HR-related invoices, ensuring timely and accurate payments to vendors and service providers.
- Track and follow up on payment requests from suppliers, including those for transportation (Vinasun, Mai Linh, Grab), flight tickets, office supplies, and other administrative expenses.
- Coordinate logistics for business travel, including booking flights, hotels, and other necessary accommodations to ensure smooth travel arrangements.
- Provide support to expatriates in managing work permits, visas, Temporary Resident Cards, and accommodation arrangements, ensuring compliance with local regulations.
- Plan, coordinate, and organize company events and employee-related activities, fostering a positive and engaging work environment.

FEB 2016 – SEP 2016: THAICORP INTERNATIONAL (BJC GROUP)

HR Internship



- Assist in the recruitment process by posting job openings, screening CVs, conducting initial phone interviews, and coordinating interview schedules for hiring managers.
- Provide support in reviewing and processing timesheets, as well as tracking employee benefits and allowances to ensure accurate payroll processing each month.
- Manage and oversee office contracts, including lease agreements and service contracts, ensuring timely renewals and tracking expiration dates to maintain continuity of services.