

# TRẦN QUỲNH ANH

HEAD OF HR

- **1990**
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#### **SUMMARY**

Strategic and impact-driven Head of Human Resources with extensive experience leading full-spectrum HR functions in dynamic and fast-paced environments. Specialized in Total Rewards strategy, employee relations, and organizational development, with a strong track record of designing and operationalizing HR frameworks that align with business goals and enhance organizational effectiveness. Proven ability to build change initiatives, and advise senior leadership on people strategy, structure, and culture. Known for driving cross-functional collaboration, embedding performance-driven mindsets, and delivering measurable improvements in employee engagement, retention, and business

#### **SKILLS**

Analytical skills

Proactive nature

Excellent in using ERP and Office application

Meticulous attention to details

Work Ethic

Problem-solving skills



#### **BACHELOR'S DEGREE OF BANKING UNIVERSITY HCMC**

Accounting - Auditing

Got the scholarship for 3rd, 4th school-year.

#### HR COURSES

**DEC2017 - CURRENT** 

AUG 2008 - MAY 2012

C&B Management
Building salary structures of 3P,
Chief Human resource Officer (CHRO)
HRBP Course
Total rewards Advanced
KPI/OKR system development
JD - ROJD

Competency frame-work Workforce Planing

#### **SOFT-SKILL COURSES**

DEC2012 - MAR2016

Communication, Presentation, Customer's complain handling, Professional for Human resource management



# **WORKING EXPERIENCES**

#### **GREENFEED GROUP (BU: LOGISTIC)**

JAN2022 - CURRENT

Head of HR

- Serve as a strategic HR business partner to senior leadership, driving the development and execution of people strategies aligned with business objectives in a dynamic and high-growth logistics environment.
- Lead the end-to-end HR function encompassing workforce planning, organizational design, talent lifecycle management, and capability building to enable scalable growth and operational excellence.
- Architect and execute a robust Total Rewards strategy, including compensation benchmarking, employee benefits, and performance-based incentive programs that attract, retain, and motivate high-performing talent.
- Design and operationalize performance management frameworks incorporating KPIs, behavioral competencies, and calibration practices to embed a culture of accountability and continuous improvement.
- Oversee employee relations and ensure full compliance with labor laws, proactively managing workplace risks while cultivating a high-trust, legally sound, and employee-centric culture.
- Drive HR digital transformation by implementing and optimizing HRIS platforms, enabling data-driven insights, automation, and streamlined HR operations.
- Act as internal consultant and trusted advisor on disciplinary matters, grievance resolution, and organizational change, ensuring alignment with company values and regulatory standards.
- Monitor market intelligence and internal workforce analytics to refine HR strategies, identify capability gaps, and drive solutions that improve employee engagement and business performance.
- Collaborate closely with C-suite executives to shape organizational culture, align structure with strategic direction, and develop a strong leadership pipeline for long-term sustainability.
- Champion learning and development initiatives, evaluate ROI of training programs, and scale leadership readiness through targeted capability-building efforts.
- Establish, cascade, and monitor HR OKRs aligned with business unit priorities, ensuring cross-functional alignment, transparency, and performance accountability.

Scope of role: Full HR responsibility for nearly 300 employees across multi-site logistics operations.

NOVAGROUP (BU: NOVASERVICES - HOSPITALITY, F&B, FASHION, ENTERTAINMENT...)

OCT2018 - JAN2022

Teamwork and collaboration skills

HRBP supervisor

Acted as the strategic HRBP for diverse business units, ensuring effective localization and execution of corporate HR strategies.

- Standardized the Organizational Development system across BU, including organizational structure, job design (JD), KPIs, and workforce planning.
- Partnered with HODs to manage performance tracking and talent development pipelines.
- Designed and implemented core HR initiatives covering recruitment, compensation & benefits, employee engagement, and policy optimization.
- Oversaw resolution of employee relations matters, conducting investigations and providing coaching across all levels.
- Drove leadership development activities and co-created career path frameworks to support long-term succession planning.
- Collaborated with Admin & Engagement teams to organize internal events and foster workplace culture.
- Delivered data-driven HR reports and analysis to inform strategic decisions and operational improvements.

# BITEXCO GROUP (BINH MINH REAL ESTATE JOINT STOCK COMPANY)

OCT2017 - OCT2018

HR Manager (BU: Real Estate Management)

Acted as the strategic HRBP for diverse business units, ensuring effective localization and execution of corporate HR strategies.

- Standardized the Organizational Development system across BU, including organizational structure, job design (JD), KPIs, and workforce planning.
- Partnered with HODs to manage performance tracking and talent development pipelines.
- Designed and implemented core HR initiatives covering recruitment, compensation & benefits, employee engagement, and policy optimization.
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#### **AMWAY VIET NAM LIMITED COMPANY**

SEP2016 - OCT2017

HR Supervisor (Distribution Center)

Key achievement:

Get the award: "Living with Away Value" - best employer

- Provided HR and executive assistant support to the Head of Sales, including travel coordination and internal/external meeting interpretation.
- Managed logistics planning for goods, budgeting, and operations at the distribution center.
- Oversaw administrative functions: reporting, filing, vendor management, travel arrangements, business services.
- Coordinated with operations teams to ensure smooth warehouse execution, rental, security, and utilities.
- Represented Executive Director in meetings when required.
- Supported team-building and internal events such as Company Trip and Distribution Day.

## **BRIDGESTONE TIRE SALES VIET NAM COMPANY**

JAN2011 - SEP2016

HR Staff

Key achievement:

- 7 times Staff of the month, 1 time Staff of the year
- Became HR project's Leader for Share-point, SAP, HR software
- CEO give the oversea HR course / Customer Handling at Thailand, Singapore

### 1. HR Management:

- Establish, control and develop HR system, Recruitment process, Training &developing, Labor Relations, Company rules, internal regulations, and HR policies etc.
- Organize the implementation of personnel programs and consultants to improve the

capacity of human resource management for leaders at all levels

- Link the organization's business strategy with the human resource management strategy, enhancing the HR role as a strategic human resources partner of the company.
- Drive and reinforces company's culture and business strategies.
- Ensures HR mandates, policies and practices be running effectively.
- Take a role as project leader to organize all company events such as Health check-up, Year End Party, Mid-Autumn, Company trip, Anniversary group party, Sport activities, etc
- .- Support activities that focus on enhancing organizational performance, promoting diversity, developing a committed workforce and building organizational capability that directly impact business strategy, e.g. HR info day, Career day, HR connects, Leadership connects.
- Resolve complex employee relations issues and addresses grievances Work closely with management and employees to improve work relationships, build morale and increase productivity and retention.

#### 2. GA management:

- Coordinate with external department for HR and GA activities (Social security, maintenance service, car service, or any related).
- Manage the overall general affaire of the plant and ensure that activities are executed properly as plan. Security, safety, environment and health concern.
- Administration of office supplies and common areas, such as Shuttle bus Control, carpark, canteen, lighting system, Security-guard, was