



# NGUYEN THI HONG VAN

HR Manager/ C&B Manager

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## WORKING EXPERIENCE

2021 - NOW

### HR Manager

#### Ahamove- Ondemand Logistics

- Developed and implemented HR strategies aligned with overall business objectives to improve company performance.
- Calculate the annual HR budget and people costs of all companies, oversaw employment cost budgeting and forecasting for monthly HR cost, ensuring effective budget management and optimization.
- Managed compensation & benefits, and employee relations programs, including job evaluation, salary administration, salary review, incentive plans (short-term, long-term, sales), and benefit policies.
- Conducted performance appraisals to provide constructive feedback and support career development initiatives for employees.
- Collaborated with department heads to address challenges, solve problems, and achieve organizational goals through cross-functional communication.
- Ensure that all HR policies and programs are compliant with the regulatory requirements in each jurisdiction.
- Leverage labor market data to inform recruitment strategies, challenge hiring assumptions, and expand the talent pool, talent mapping of direct competitor & manage end-to-end recruitment activities.
- Lead employee engagement programs (surveys, team-building events, recognition programs) to foster a positive, inclusive work environment...
- Manage all administrative operations, ensuring smooth office functions and supporting various departments.

2017 - 2021

### Total Rewards Supervisor

#### Giao Hang Nhanh - Logistics

- Designed, implemented, and managed competitive and equitable compensation programs, including base pay, incentives, and bonuses, aligning with organizational goals.
- Created and managed benefits programs to enhance offerings for back office, sales, and operations teams.
- Calculate annual HR staff cost for 4 entities of group and manage to ensure that budget is well manage.
- Oversaw staff cost control processes, including preparation of the annual staff cost budget to ensure financial efficiency.
- Coordinated with multiple departments to consult on policies related to compensation and benefits while supporting internal clients by reviewing and updating C&B policies as needed.
- Managed human resource administration activities including timely payroll processing, labor contract management, social/medical insurance enrollment and claims handling, personal income tax declarations/finalizations, and employee profile maintenance.
- Monitored payroll interfaces to ensure compliance with regulations and maintained data integrity across systems.
- Support & overview for all activities of C&B Operations for Sr HR Manager.
- Be in charged to prepare for daily HR report such as: Cost control, headcount control..

2014 -2017

### C&B Specialist

#### VN Post - Logistics

- Monitored payroll interfaces to ensure compliance with regulations and maintained data integrity across systems.
- Coordinate with department to get approved timesheet for monthly payroll.
- Calculate monthly payroll and get all required approval for payment.

2021 - 2022

## SKILLSET - EDUCATION



### Projects

Ahamove

- Salary Range & Salary Structure (EY)
- Job Evaluation: Internal Grade (EY- 2021) & Job Matrix
- Salary survey (High tech): Talentnet - 2024

#### 1. Analytical skills:

- Google Data Studio/ Google sheet/ SQL
- Analytical mindset and data analysis skills

#### 2. HR skillset

- HRIS Tools
- HR Report dashboard
- Knowledge of technical for job evaluation skill, salary range, salary merit

#### 3. Leadership skillset:

- Complex problem solving
- Design thinking

#### 3. Education:

- Human Resources Management (2014)
- Capacity Development for Management Level (GEM Global) - 2023