

CURRICULUM VITAE



PERSONAL DETAILS:

Full name: **HUYNH KIM PHUONG THANH**

Gender: Female

Place of birth: Ben Tre Province

Date of birth: August 5th, 1987

E-mail: [REDACTED]

Address: 1264/73, Le Duc Tho Street, Ward 13, Go Vap District

Phone number: [REDACTED]

EDUCATION BACKGROUND

From 2011 – to 2013	Hoa Sen University (Business English)
From 2006 – to 2009	Hoa Sen College (Business English)
From 2003 - to 2005	Cho Lach A High School– Ben Tre Province

TRAINING COURSE ATTENDED

CTS – Soft skills Course	Effective Time Management and Planning Skills
CTS – Soft skills Course	Effective Business Writing Skills
CTS – Soft skills Course	Communication That Delivers Results
CTS – Soft skills Course	Problem Solving and Decision Making

WORKING PROCESS

From 03/2019	Fastcoding Viet Nam
To 05/2024	Position: HR&GA
Details	<p><u>Administration tasks:</u></p> <ul style="list-style-type: none">❖ Manage equipment, office properties, monthly check and report to Director❖ Order and manage stationery, office stuff❖ Prepare documents to make Visa, TRC for foreign Employees and Director❖ Organize Monthly dinner, monthly birthday, Year-end party, gift for special occasions...❖ Manage and update staff information❖ Plan and organize Annual Health check❖ Manage staff card, motorbikes card (make new or stop using)❖ Manage the order situation, monitor compliance with laws and security in the company❖ Plan and organize Company trip❖ Booking air ticket, Hotel room for business trip❖ Update business license when needed❖ Solve problems between employees❖ Make and manage work account such as: Gmail, KB, QA, Slack, Redmine, Adobe... Deactivate after they quit❖ Make, manage and update Company Handbook (Rules of Company)❖ Make report about the best employee every quarter❖ Check letter and answer phone and welcome guest❖ Make document related to office issues❖ Check proposal if needed❖ And other jobs assigned by Director <p><u>HR tasks:</u></p> <ul style="list-style-type: none">❖ Recruitment: making job descriptions, interviewing and selecting candidates, send offer letter and make contracts...❖ Welcome newbie, train about Company rules and mindset❖ Collect invoices, work with accounting company on related issues

	<ul style="list-style-type: none"> ❖ Issues Red invoices ❖ Manage timekeeping, make payroll, pay salary and bill ❖ Social Insurance, Health Insurance, Unemployment Insurance, Contract Termination... ❖ Human resource development. Improve the quality of staff. Building organizational culture and engagement, including designing and organizing team programs to develop and engage employees. ❖ Build and maintain company policies, benefits
From 07/2014	CTS Viet Nam
To 01/2019	Position: Administrative Executive
Details	<ul style="list-style-type: none"> ❖ Summary hiring request of departments and design recruitment plan to submit to HR Manager ❖ Search, screen, interview to select the qualified candidates for the right position ❖ Follow up the offer letter after proposal salary/package benchmark ❖ Provide the orientation for newbie ❖ Renewal visa for expat staff ❖ Make materials for MNT and ELT courses ❖ Issue red invoice ❖ Prepare material for new courses (books and CD) ❖ Support in business travel organization: air ticket, hotel booking, transportation and accommodation for trainer and staff when having training outside HCMC ❖ Be responsible for Social Insurance ❖ Make payment for staff, trainer and vendor ❖ Manage cash flow, making finance report every week ❖ Be responsible for cash, payment in the office ❖ Communicating with trainer about related issues ❖ Handle administration works of the Office ❖ Other tasks depend on request.

Other skills:

- ❖ Well communicate in English

- ❖ Enthusiastic, pay attention to assigned works, be able to work independently and teamwork
- ❖ Willing to learn new information for supporting job
- ❖ Work well under pressure

Hobbies and activities

- ❖ Reading, traveling and join charity activities