

PERSONAL INFORMATION



Nga Kieu Thi Thuy

📍 Ha Noi City



Sex Female | Date of birth 27th January, 1993 | Nationality Vietnamese

WORK EXPERIENCE



2020-
Present

Chief Operating Officer VHR (Headhunting Firm) Management

- Manage business daily activities: Operate headquarter in Hanoi and HCM office
- Receive reports and give directions to related business operation issue
- Responsible for promoting business growth in sales, profits, cash flow
- Communicate and implement corporate development strategies
- Responsible for service quality and capacity of headhunting service
- On behalf of the company work with customers, and partners
- Develop and implement HR strategies, regulation of the company
- Manage the internal recruitment and selection process
- Involve in developing and implementing performance review
- Be a company representative in events; join offline events in HR field to build network; gain customers and candidates...

Headhunting:

- Responsible for Top executive search and selection and job groups required foreign languages: Level C jobs; Sales (B2B; B2C); marketing; IT, non IT; back office; Technical; Telesales; Sales online; ..
- Receive Job order
- Study the job description and discuss the requirements with customer and consulting for customer if necessary
- Develop recruitment plan select suitable channels to advertise the job
- Search candidates offline through networking, referral or direct headhunt
- Receive CV; Screen CV; Interview candidate (online/offline); Identify potential candidate to send to customers
- Receive feedbacks from customers and arrange interviews
- Take care customers and candidates to support in deal salary if necessary
- Consulting for employee to resign from old company; take care candidates on onboard date and after onboarding.
- Support customers in employee retention
- Sending Invoice to customer and follow up payment process
- Build good relationship with customers, complete the warranty liability if required
- Receive feedback about headhunting service and candidates quality

Internal training:

- Implement new employee training program
- Training on job and weekly training about technique for internal and remote headhunters

External training: to be a trainer in external training service

From 2017 HRBP and HR Analyst

to 2020 VINFAST LLC AND GENERAL MOTORS VIETNAM (General Motors has agreed to transfer its Vietnamese operation to VinFast)

General Motors Việt Nam

Recruitment:

- Implement job postings/ Actively searching potential candidates in suitable recruitment channels
- Screening CV, contact candidates for arranging interview, and interviewing.
- Manage candidate database.
- Working with headhunting firm and outsourcing provider

Compensation & Benefits

- Perform Attendance checking, and payroll process
- Implementing quarterly; annual performance review online
- Manage local HR software
- Update information and manage online GM global HR system for GM VN
- Review & improve C&B policy to reflect rapid changes in the workplace
- Perform compulsory social insurance process
- Implement and drive compulsory insurance policies & procedures aligned with local processes and Vietnam Labor Law
- Perform labor contract process
- Perform PIT related tasks
- Perform on boarding process for new hires included orientation training for new hires
- Perform off boarding for resigned employees.
- Systemize, organize and monitor all employees' profiles/ related documents
- Manage extra Health Benefits program for all employees.

Reason for leaving the Job: General Motors has agreed to transfer its Vietnamese operation to VinFast

VinFast

- Manage Attendance checking process and support in Payroll Calculation process
- Monitor Annual leave and overtime situation of related departments
- Involve in PIT Process and Insurance process
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance
- Provides HR policy guidance and interpretation.
- Perform on boarding, off boarding process
- Develops contract terms for new hires, promotions and transfers.
- Implement quarterly; annual performance evaluation procedures
- Implement Headcount management
- Manage title map and update organization chart
- Manage employee's profile
- Assists international employees with expatriate assignments and related HR matters
- Manage SAP Data
- Consults with line management, providing HR guidance when appropriate.
- Manages and resolves complex employee relations issues.

Visa work permit

- Perform Visa and work permit, residence process for all expats
- Manage all expat benefits- Checking/update monthly
- Manage all expat profiles and Expat guideline

- Responsible for reports related to expats to submit to the government when required
Smart Solutions Project: (Set up startup company at Vingroup -Smart Solutions)- Work for both VinFast and Smart solution at the same time

Recruitment:

- Implement job postings/ Actively searching potential candidates in suitable recruitment channels
- Screening CV, contact candidates for arranging interview, and Interviewing.
- Manage candidate database.

HR generalist

- Develop and implement HR mangement plan
- SAP System set up
- Perform time attendance and payroll calculation process
- PIT related tasks
- Perform compulsory social insurance process
- Give orientation for newcomer on company regulation and employee's benefit
- Perform related HR tasks from on board to off board for all employees
- Develop Organisation chart and control headcount
- Develop and implement HR policies and regulation of the company

Reason of leaving the job: Have better career growth opportunity-Become a manager in Headhunting firm

*From
2016 to
2017*

**Admin Headhunt Leader cum Assistant Director
WORKLINK VIETNAM -VGC GROUP**

Headhunting:

- Focus on searching for japanese speaking candidates, and executive search.
- Receive order from customer and implemment job postings; actively searching for potential candidates in suitable recruitment channels
- Screening CV, contact candidates, interviewing
- Send CV to customer and arrange interview with customer
- Take care candidates before and after recruitment
- Maintain relationship with customers and candidates

Internal recruitment:

- Implement job postings/ Actively searching potential candidates in suitable recruitment channels
- Screening CV, contact candidates for arranging interview, and interviewing.
- Manage candidate database.

Compensation & Benefits

- Perform labor contract process
- Monitor attendance records
- Recording won candidates, calculating revenues, cost, bonus for Headhunters;
- Review & improve C&B policy

Training:

- Training new staffs, guiding new comers to complete their documents, answer their questions about company's policy;

Assistant Director Tasks:

- Manage headhunt team
- Develop headhunting process
- Control: Headhunt Contract, Sever;...

- Support in controlling website [REDACTED] Weekly, monthly report as request, prepare semi-annual report, and annual report for manager;.
- Translate and interpret when required
- Support the Director in decision making, and so on.

Reason of leaving the job: Have better career growth opportunity-Work for a Big US company with larger scope of work in HR field and double salary level

From 2015 to 2016 **Recruitment Team Leader**
MINH PHUC CO.,LTD

Recruitment

- Manage recruitment team
- Develop a recruitment plan, monitor the recruitment process
- Implement job postings and actively searching for potential candidates in suitable recruitment channels
- Coordinate resources in order to supply human resources for external customer projects; and internal recruitment need
- Screen CV, contact candidate, and interviewing
- Manage candidate database
- Finding new tools for recruitment and apply to improve recruitment effectiveness
- Weekly, monthly report as request

Training:

- Training for team member (Training on job and weekly training recruitment skills)
- Support to conduct employee orientation/induction and introductory training daily and training courses for external customer

Reason of leaving the job: Have better career growth opportunity- Have chance to work in headhunting firm to improve recruitment skills and expand scope of work in HR field, with higher salary

From 2013 to 2014 **Research Assistant (Part-Time)**
BARTH EXECUTIVE SEARCH (Packaging Headhunting US Firm)

- Build and manage company databases
- Identify potential clients for chasing job orders
- Build and manage potential candidates Databases to fill job orders
- Arrange interviews
- Provide candidates for specific requirements/job orders from companies on a timely basis
- Assist in marketing/sales and business management decisions as required
- Other tasks required by CEO

EDUCATION AND TRAINING



University of Sunderland (Campus: Banking Academy Of Viet Nam)

- Bachelor of Arts-Second Class Honours (First Division)
- Pearson BTEC Level 5 HND Diploma in business (Accounting) with Distinction.

PERSONAL SKILLS

- Mother tongue(s)** - Vietnamese
- Other language(s)** - English: Fluent in English. Certificate in General English and English for Academic Purposes Level 4 (This level is equivalent to IELTS 6.0/EFR C1)
- Japanese: Elementary level
- Computer skill** - Good at Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Outlook and other Microsoft Office software, Internet.
- Other skills**
- Good communication and interpersonal skill
 - Good problem solving skills.
 - Good listening skill
 - Leadership
 - Good team work skill
 - Good stress Tolerance

ADDITIONAL INFORMATION

- Honours and awards**
- University Academic Scholarship (Academic year [REDACTED])
 - Quocoai District Union rewarded for obtaining outstanding achievements in the work of school union and youth movements [REDACTED]
 - Have been rewarded for being an excellent student for 12 years
 - Department of Education and Training in Quocoai District rewarded for being excellent student in Literature and English subject (District level) [REDACTED]
- Extracurricular activities in university**
- Member of International Connecting Club
 - Member of the faculty performance team