



TRAN THI NHU NGOC

HR Generalist

OBJECTIVE

To leverage my diverse HR experience and skills in recruitment, C&B, employee relations, and organizational development to effectively contribute to a dynamic HR team, fostering a positive work culture, promoting employee engagement, and driving organizational success.

CONTACT

Date of birth: 09/03/1988

Email: [REDACTED]

Phone: [REDACTED]

Address: Thu Duc, Ho Chi Minh City

EMPLOYMENT HISTORY

1. HR Generalist at HYDRO-TEK VIETNAM CO; LTD

Oct 2018 – Aug 2024

- Establish objectives and action plans for HR department, and organize the implementation, control, and timely information during the execution process to achieve the company's goals.
- Develop strategies and plans to ensure human resources for the company's business operations.
- Organize the implementation of recruitment activities.
- Develop a training plan and organize the implementation of training and human resource development activities for the company.
- Organize the implementation of performance evaluations (MBO) and employee competency assessments. Create training pathways and career development plans for employees.
- Manage labor relations.
- Manage monthly salary, bonus, and benefits systems.
- Assist the General Director in building a positive culture, developing and implementing policies that create motivation, and fostering a high-performance and sustainable work environment.
- Overall management of the company's facilities, organizing and managing office services, and overseeing procurement and supply for the departments.
- Manage and organize internal company programs and events.
- Develop and continuously improve the operational activities, processes, and regulations to support the work of the HR department.
- Manage petty cash.

2. Purchasing at VIET NAM MY THANH CO; LTD

Oct 2014 – Dec 2015

- Receive requests from the production department and select domestic and overseas suppliers.
- Negotiate with suppliers to provide the best solutions for the company
- Place orders, track order status, and ensure production progress.
- Coordinate with the logistics department to process orders from overseas.

3. Sales Admin at WONGEAK VIETNAM CO; LTD

Oct 2010 – Aug 2014

- Receive requests and provide quotes to customers
- Coordinate with the production department to design and create samples.
- Monitor order status to ensure timely delivery.
- Address complaints and respond to customer inquiries.

SKILLS

- Knowledge of HR functions, policies, and procedures.
- Familiarity with labor laws and regulations.
- Good communication and interpersonal skills.
- Strong organizational and time-management abilities.
- Proficiency in MS Office and HR software.
- Ability to handle sensitive and confidential information.
- Attention to detail and accuracy in work.
- Willingness to learn and grow in the HR field.

EDUCATION

- Bachelor of Literature at VNUHCM - University of Social Sciences and Humanities
Sep 2006 – Oct 2010
- Certificate of Archives at VNUHCM - University of Social Sciences and Humanities
Mar 2018 – Jul 2018
- Certificate of Chief Human Resources Officer at PACE Institute of Management
Dec 2022 – May 2023

REFERENCES

Ms. Rita Nguyen_ Executive Assistant to General Director at HYDRO-TEK VIETNAM CO., LTD
Phone: [REDACTED]
Email: [REDACTED]