



NGUYEN THI THANH PHUONG

RECRUITMENT STAFF

- 15/04/2000
- Famele
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-
- 32-34 Lam Van Ben Street, Tan Thuan Tay Ward, Ho Chi Minh City.
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SKILL

TEAMWORK



HANDING THE SITUATION



STORE AND ORGANIZE PAPERWORK



MANAGE PERSONNEL RECORDS



CLASSIFY AND PROFILE CANDIDATES



TIME MANAGEMENT



INFORMATION TECHNOLOGY



ENGLISH



OBJECTIVE

- **Short term:** Learn in-depth knowledge in the eld of Human Resources: training,recruitment and people management. From there, it is possible to best completethe work assigned by the superiors.
- **Long term:** Accumulate experience, study more deeply be able to contribute anddedicate to the business, stick with the business for a long time. Learn more about Human Resources.

EDUCATION

09/2020 - 09/2024

HO CHI MINH CITY UNIVERSITY OF TECHNOLOGY (HUTECH) |

Business Administration

Human Resource Management

GPA: 2.8/4.0During my time studying at the school. I was honored to be awarded as an outstanding student of the Faculty of Business Administration in the second semester of 2021 and the second semester of 2024. In addition, during my time studying. I regularly worked as a group leader for a number of specialized subjects.

08/2023 - 09/2023

JOIN THE TRAINING PROGRAM AT TMT | Career - Oriented Training Program

WORK EXPERIENCE

02/2018 - 09/2018

TRAN TRAN PERFECT SKIN COMPANY LIMITED | Customer care consultant.

Consulting products over the phone, introducing products and promotions to member customers. Supporting to answer questions and complaints of customers when necessary. Working directly with the shipping unit about the status of goods before, during and after completing the order.

08/2023 - 10/2023

REPRESENTATIVE OFFICE OF RUDOLF LIETZ, INC., |

Full-time recruitment and human resources administrative intern.

Search, lter, conduct preliminary interviews as well as arrange interview appointments for candidates. Complete administrative documents, build jobdescriptions and job analysis for each recruitment position. Receive requests toorganize monthly, quarterly and major events during the year, from there makeplans, estimate costs, prepare and decorate according to the requirements ofsuperiors.

CERTIFICATIONS

11/2022

COMMUNICATION AND TEAMWORD SKILL CERTIFICATE

12/2023

CERTIFICATE OF ENGLISH PROCIENCY B1

02/2024

IMPORT - EXPORT CERTIFICATE

09/2024

APPLIED COMPUTER SCIENCE COURSE (WORD; EXCEL)

INTERESTS

- Travelling
- Reading book
- Listen to Music
- Play Mind Games

ACTIVITIES

05/2021 - 01/2023

HO CHI MINH CITY UNIVERSITY OF TECHNOLOGY |

Participate in Workshop programs organized by the school

I got to meet and listen to the sharing of experts in a number of elds such as: import and export, business, human resources, technical innovation in business to optimize for [REDACTED] those workshops, I understood more about the eld of study, as well as helped me gain more technical knowledge. In addition, from those workshops, I also learned my own lessons from the sharing of the speakers.

05/2022 - PRESENT

CO DAO KITCHEN KITCHEN | CO DAO CHARITY VOLUNTEER

Prepare, process, divide food portions, package food portions and then deliver to relatives and patients at Children's Hospital 1 in Ho Chi Minh City. And distribute to the elderly and people in dicult circumstances in Binh Thanh District and District 2.

ADDITIONAL INFORMATION

In addition to my major in Human Resource management. I also completed a certicate in Import - Export in February2024 at a center in HCMC.

REFERENCES

Ms. Le Nu Kieu Duyen
HR Specialist Representative Office Of
Rudolf Lietz, INC.,
Phone: [REDACTED]

HONORS & AWARDS

05/2022

REWARDING OUTSTANDING STUDENTS, SCHOOL YEAR 2021-2022 OF THE FACULTY OF BUSINESS ADMINISTRATION

05/2024

REWARDING OUTSTANDING STUDENTS, SCHOOL YEAR 2023-2024 OF THE FACULTY OF BUSINESS ADMINISTRATION