



# BUI KHANH THY

3 YEARS EXP IN HR&ADMINISTRATION



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Tan Binh, Ho Chi Minh

## PROFILE INFO

Assists the GM & Department Head in carrying out HR And Administration operation of the company, works closely with the staff under the direct manager and all the staff in the company to expand the company culture

## LANGUAGE

### Language Skills (English)

Speaking	<div><div></div></div>
Listening	<div><div></div></div>
Writing	<div><div></div></div>

### Office Skills

Canva	<div><div></div></div>
Adobe PS	<div><div></div></div>
Adobe Ai	<div><div></div></div>
Microsoft Office	<div><div></div></div>

## MY EDUCATION

### College of Technology and Management Sonadezi

**Bachelor of Business Language**  
**2016 - 2019**

Graduated in Business English

### University of Economics Ho Chi Minh City

**Human Resources Management**  
**Certification**  
**2019 - 2020**

Graduated in HMR Association

## WORK EXPERIENCE

- **Administrative Assistant** **12/2021 - 08/2022**  
**Intel Products Viet Nam CO.,LTD**  
**Main responsibilities:**
  - **Manufacturing Director Personal Assistant task:**
    - Managing DM's calendar for meetings, controlling DM Travel, taking notes on important issues during meetings, managing Documents in/out for DM signatures
    - Tracking & making payments for all manager and department expenses
  - **Administration Task:**
    - Updating Organization Chart quarterly
    - FEI process - guidance: FEI access, Package of FEI Installation & training,
    - Resolve issues/problems related to FEI to solve all related concerns for incentive/bonus
    - Managing department cost budget report
    - Organizing review department project every month
    - Controlling department contracts with the supplier of the services
    - Tracking the target for supplier training up to date & report monthly
    - Controlling and reporting billing at the department to ensure the data is fit with accounting and follows the department budget
    - Monitoring department costs and reporting monthly
    - Acting as a leading person for general office maintenance, mailing, shipping, office supplies, equipment, bills,...
    - Supporting logistics and being the coordinators/event organizers/MCs for Site events, company & department events including in-house or off-site activities
    - Support department managers in organizational management
    - Acting as a communication channel for policies/pass downs/office apps' operation through the site communication tool
    - Managing, arranging in repairing space and work station, coordinating with IT for all office equipment
    - Coordinating domestic and international travels for regional employees, including visa applications, flights, hotels, and car rental reservations (if needed)
    - Supporting internal social clubs for government and site events, such as English day Events, Charity Events,...
  - **HR & Training Task:**
    - Assisting in the onboarding process for new hires
    - Assisting with the internal hiring communication, JD, requirement from Department Manager, and posting on the communication
    - Managing and updating Department training (on-the-job training, Neo,...) quarterly

# WORK EXPERIENCE

## SR. Administrative Assistant 08/2019 - 03/2021

Ansell Vina CO.,LTD

### Main responsibilities:

#### GM Personal Assistant task:

- Managing GM's calendar for meetings, controlling GM Travel, taking notes on important issues during meetings, managing Documents in/out for GM signatures
- Providing guest service support to visitors, business stakeholders, and partners when they have business engagement with the company

#### HR Administration Task:

- In charge of general office maintenance, mailing, shipping, office supplies, office equipment, bills, etc
- ERP system process - guidance: ERP access, Package of ERP training and user,
- Resolve issues/problems related to ERP to solve all related concerns about PR/PO release
- Managing company cost budget report
- Organizing review of company project cost every month
- Controlling, reviewing negotiating contracts with the suppliers
- Tracking the target for supplier training up to date & report monthly
- Controlling and reporting billing at the department to ensure the data is fit with accounting and follows the company budget
- Monitoring company costs and reporting every 6 months
- Acting as a receptionist duties
- Organizing & managing company events, creating an inclusive environment where everyone feels connected and engaged
- Managing relationships with vendors, and service providers and ensuring that all invoices are paid on time
- Coordinating internal and external visitors, including visa applications, flights, hotels, accommodation, and car rental reservations (if needed)
- Preparing and filing all necessary documents/ materials for ISO Audit in GA Function
- Taking care of internal and external visitors: travel visa, accommodation, transportation arrangement, meal,...
- Managing taxi reports, mobile, phone, water, and electricity (adding vouchers in order) and making a monthly payment for the office.

#### Purchasing task:

- Making PR and PO on ERP/SAP system based on procurement strategy/plans, identification of business requirements.
- Supervising the tracking of orders/shipment progress and checking stock quantities/quality/pricing against that agreed.
- Reviewing documentation ( goods received the note, payment, proof of performance, voucher, PR and PO,...) to make payment for all suppliers every month on the ERP system.
- Supervising the preparation of purchasing documentation.
- Supervise old vendors every month to ensure the sourcing of suppliers and service qualifications.
- Monitoring operating expenditures every month against operating budgets to ensure efficient usage of resources.
- Preparing purchasing report every month to make sure about cost savings and greater economies of scale in line with the company procurement framework
- Monitoring and evaluating expired contracts.
- Searching for new vendors if the old vendors could not meet the requirement of the company.
- Coordinating the supplier tender process, evaluating, selecting, completing contract negotiation, and finalization of new vendors, strictly following business principles.
- Collecting Vendor information ( Business registration certificate, tax code,... ) to create Vendor code on the ERP system.
- Collecting and making a comparison price report to choose new vendors.

## HR Talent Development Management 04/2021 - 08/2021

### Specialist

Fashion Garments 2 Co. Ltd (FGL)

### Main responsibilities:

- Coordinating with TA team for interview arrangement and scheduling for interviewers.
- Managing and Designing for internal job boards and external portals (Career Builder, LinkedIn, Job Street, Viet Nam Work,...) for Job Ad posting
- Assisting with other departments, including Human Resources Business Partners on talent courses and initiatives with all levels (entry, Junior, Senior, Manager,...)
- Coordinating to manage entry-level development programs, such as Future Management for senior year students, interns
- Arranging classes and inviting teachers from National Universities for a certain course, collecting the list of Employees, creating a report, and following their study initiatives
- Managing internal talents, taking care of their further internal future career
- Organizing EHS classes, English classes, Yoga classes,...
- Preparing material for NEO and hosting the NEO every week
- Designing and managing TMD Training Newsletter and posting on the initial communication channel

## Administration Staff 04/2019 - 07/2019

Saitex International

### Main responsibilities:

- Supporting daily activities for guests such as air tickets, hotel booking,...
- Coordinating with line managers in arranging company bus,
- Providing facilities and accommodation so that all the activities can run smoothly such as meeting room, car arrangement for international guesses to the airport and vice versa,
- Supporting procurement activities such as office stationery, canteen equipment, office equipment, and all the items relating to company campus such as plants and trees, signboard,...

# PROJECT

## RIL Shared Laptop Control Process Enhancement Project

Lean Project - Saving cost in Intel (12/2021 - 06/2022)

**Main responsibilities:**

**Project Leader:**

- Clarify the project purpose, goals and deliverable, clarify the project challenges and Risks
- Responsible for Formulation of project launch: Scope Plan, Project Policies, Schedule plan, Resources Plan, Cost Plan, Risk management Plan, Quality Assurance Plan, Communication Plan, Team member plan
- Making material for the process and show to the DM and BOD for the project proposal to get access to go through the approval from BOD
- Project tracking and remind all team member for the project process
- Prepare plan B and C to resolve any unexpected issue in order to control the project to transition not go well as planned
- Pass down daily work process with laptop to employees
- Responsible on Project Complete : E-mail confirmation of project completion, Reporting any risk, Evaluation and start the process

# ACTIVITIES

## Intel Newbie Town

**Supporter**

**Main responsibilities:**

- Support for New hires in NEO and further information support
- Coordinating for the off-sites activities for New hires

## Intel Photo event club

**Supporter**

**Main responsibilities:**

- Support for photo club for communication and advertising purpose

## Intel English speaking club

**Core team**

**Main responsibilities:**

- Organize monthly, and quarterly Site events (English day, English class,...)

## College English Speaking Club

**Core team**

**Main responsibilities:**

- Organize monthly event.