

NGUYEN MINH NGOC

Administration Officer | Recruitment | Training & Development

1. PERSONAL PARTICULARS:

- Full name: NGUYEN MINH NGOC
- Date of birth: 17/12/ 1990
- Address: 20/10 Thanh Binh - Ha Dong - Hanoi
- Tel: 098 454 8604
- Email: nguyennngoczd@gmail.com



2. EDUCATION & TRAINING:

- 2009-2013: La Trobe university - Hanoi Campus - Vietnam
Bachelor of Business Administration
Major: Marketing | Finance | Human Resource | Strategic Management

3. CAREER OBJECTIVES:

- Become professional HR, especially develop in Recruitment & Training & Development fields.
- Work in international corporate where I can work for, contribute to and get the long term commitment with.

4. KEY HIGHLIGHTS:

- Long term commitment & career path orientation with 03 years working experiences in HR field.
- Have a strong will and be ready to take challenges.
- Dedicated, self-motivate & reliable. Flexibility and fast learner
- Ability to meet deadlines and to multitask. Work well under pressure.
- Work well independently as well as part of a team.
- Open-minded & detail-oriented.

5. WORKING EXPERIENCES:

July 2015 – March 2016: The Ascott Limited (A Member of CapitaLand) – HR Executive

- **Company size:** 300 employees | **Working duration:** 09 months (Temporary Staff)
- **Achievements:**
 - +Fulfill almost vacancies /staff requisitions as departments & corporation required.
 - +Dedicated support to all Training courses - Company events - Community social responsibility activities.
- **Duties & Responsibilities:**
 - Selection and Recruitment:**
 - +Update the database system, keep staff information, documents & files confidential.
 - +Implement the overall recruitment strategy that covers all positions in the Company.
 - +Perform all the recruitment and selection process.
 - +Process employment procedures for new hires and existing staff
 - Training & Development:**
 - +Follow up with the orientations (policies and guidelines) to newcomers.
 - +Directly support to Training manager and follow up the weekly/ monthly training courses
 - +Make monthly & quarterly training reports/ newsletter/HR Update

Apr 2013 – July 2015: Fusion Bodyworks Fitness & Yoga Center – Senior HR Executive & Deputy GM Assistant

- **Company size:** 70 employees | **Working duration:** over 2 years.
- **Achievements:**
 - +Best employee of the month in May & Jun 2014
 - +Got high score of KPIs (over 90%) many months during working time
 - +Contribute to building company policies & procedures, working culture & environment from the beginning, maintaining and implementing HR tasks legally & professionally through the early 2 years opening.
- **Duties & Responsibilities:** Assist HR & Office Manager in daily activities which are not limited to

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Admin tasks: Follow up the company administration system | Keep track and make report of general affairs cost & Purchasing management | Prepare and manage secret documents and files of whole company | Liaising with government authorities & preparing applications for company licenses.

Selection and Recruitment:

- +Implement the overall recruitment strategy that covers all positions in the Company.
- +Perform all the recruitment and selection process.
- +Process employment procedures for new hires and existing staff

Training & Development:

- +Follow up with the orientations (policies and guidelines) to newcomers
- +Directly prepare and follow up the weekly/ monthly training plans with other departments

Compensation & Benefit:

- +Monitor the monthly attendance, in charge of monthly payroll calculation, pay-slip issuance & all related reports
- +Compulsory insurances for local & expat staffs,
- +Co-ordinate accounting in salary payment, directly prepare the monthly insurance and PIT reports;

Performance management:

- +Follow up with the probation review process, the quarter and annual performance management including staff performance review to be in line with KPI system
- +Follow up and apply the bonus and incentives system set forth.

Employee Relation:

- +Follow up with monthly internal team building or event
- +Assist Line Manager in taking appropriate actions to correct associates relation issues.
- +Assist and support Line managers in handling and resolving sensitive staffing issues.
- +Ensure the good working environment for staff & keep the best working relationships between departments.

Legal update:

- +Follow up with the whole company policy system. Update the relating laws of labor code, social insurance and PIT.
- +Be responsible for work permit, visas & resident cards for expats; prepare the company memorandum monthly.

Deputy GM Assistant:

- +Making minute all management team meetings | Assist Deputy GM in following up with the reporting systems from the other departments in the time and correction manners.

Nov 2012 - Mar 2013: IDG Event - PR assistant

- **Tasks:** Support to public relation and marketing activities for company event and partners.
- **Projects and events:** Official IDG Event website | CEO World Forum 2012 | Cloud Computing & Security World 2013 | Digital Communications CMO World Forum 2013 | Banking Vietnam 2013.

Nov 2011 - Mar 2012: T&A Ogilvy Hanoi - PR intern

- **Tasks:** Support to public relation and marketing activities for all company event and partners.
- **Projects and events:** Heineken countdown party | Ford Vietnam | Eco-park presales | Gamuda | Others

6. OTHER SKILLS:

- Fluent in written and spoken English.
- Proficient in Microsoft Office (Words, Power point, Excel...) Internet Tools
- Good communication, interpersonal & presentation skills.
- Leadership & Event Organizing skills (Planning & budgeting)
- Researching, analyzing and summarizing skills.
- Effective problem solving skills.
- Experiences being MC

7. PREFERENCES: To be provided upon request