

CURRICULUM VITAE

PERSONAL PARTICULARS

Name: **Ms. Nguyen Thi Thu Thuy**
Date of Birth: 21/01/1988
Address: No.2, Lane 111/18/1 Trieu Khuc, Thanh Xuan, Ha Noi
Mobile phone: +84 975 707 992
Nationality: Vietnamese
Marital Status: Married
Languages: Vietnamese – Native, English – Fluent



ELIGIBILITY & SUITABILITY

- Experience in Tele-sales, Customer services, HR, Administration especially recruitment industry.
- Good written and oral communication in English and Vietnamese
- Competent user of standard office-suite computer programs (Word, Excel, Power point)
- Ability to work independently as well as in a team and work under high pressure
- Good at communication, negotiating and persuading people
- Think creatively and logically
- Customer Relations Management
- Good training in Sales, HR Management (Mapping, Interview and evaluate candidates...)
- Good experience in customer service & people-oriented
- Good attitude, willingly learn and work hard towards goals of the company.
- Enjoy meeting new people and working in team.
- Able to work and meet deadlines under pressure.
- Adaptable and reliable, well-organized planner and scheduler.
- Decisive and direct, yet flexible in responding to constantly changing assignments.
- Enthusiastic, active and willing to assume increased responsibility and get things done.

RESUME

EMPLOYMENT EXPERIENCE

05/2015 – Present

RGF Executive Search Vietnam
Associate Consultant



RGF is the global brand of Recruit Holdings, the world's fourth largest HR and recruitment Services Company and the largest in Japan, generating over US\$10 billion in annual revenue. For more than 50 years, RGF provides comprehensive HR and talent acquisition services which include retained and contingency executive recruitment and market mapping, senior to staff level general and contract recruitment as well as payroll services. RGF operates in 46 locations across 28 cities in 11 countries and markets in Asia with in-country specialist consultants.

- Plan Business Development and get in touch with prospective clients in the industry
- Build a rapport relationships and partnerships with clients; provide them market information and give them alternative recommendations/solutions for their recruiting plan
- Build and maintain relationships with candidates, enlarge network in the market, understand their needs and expectation of a new job and provide them advices on their career development plan
- Be clients' ambassadors
- Coaching candidates some interview techniques and assist them to perform their best in clients/candidates meetings
- Filtering applications, reviewing CVs, interviewing and assessing candidates' skills, recommend them suitable jobs and presenting them to clients for final interviews arrangement

Achievement

- 3 successful placements in probation time.
- Winner of BD Campaign for the consultant who have the most new job orders from clients.

03/2013 - 04/2015

Harvey Nash Executive Search Vietnam
Consultant – Executive Search & HR Services



Harvey Nash Vietnam is part of Harvey Nash Group, one of the world's leading executive search, professional recruitment and outsourcing companies, a trusted advisor to over

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half of the world's leading businesses, governments and institutions with over 7000 staff in 40 offices around the world.

- Understand the business of the client organizations assigned.
- Work with staff of those organizations on understanding their job requirements so that a clear and detailed job order is available;
- Search for candidates on other sources to create a long list of potential candidates.
- Interview candidates, cross check their CV, find out their career aspirations, test their abilities so that you have a clear and true idea of a person's skills, abilities, experiences, personality and career direction
- Write a clear report on the short list of people that remain explaining how these people fit with the client's job vacancy.
- Send these to the client and seek feedback from the client on the reports so you can be sure that you are sending the right type of candidates;
- Arrange meetings between the client and the candidate, research references, background check, and gather salary information on preferred candidates to assist the client in making a recruitment decision
- Advise the client on current market salary and benefits package information to help them put together a letter of offer.
- Discuss the offer with the candidate and show how it fits with their career aspirations. Assist the client and candidate in concluding the job offer process;
- Advise Finance department on the details of the job and candidate to ensure correct billing for the work done.
- Follow up conversations with both candidate and client to ensure that a good match was made (usually done 1 week, 3 weeks, and 6 weeks into the job)

Achievement

Successful placed executive and mid management levels of positions such as HR Director, Maintenance and Engineering senior Manager, Facilities Manager, Chief Accountant, Maintenance Supervisor, Project Supervisor, ISO Specialist, HR Manager...

11/2009 – 02/2013

Vietnamworks.com – NAVIGOS GROUP
Senior Business Development



- Promote and build awareness of VietnamWorks capabilities to existing clients.
- Search for potential customer.
- Build TRUST and maintain good rapport with customers.
- Work with client companies, find out about their business, their culture, their current and future recruitment needs and develop loyal, long-term relationship.

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- Attract candidates by well preparing educating and consulting job description, job posting.
- Contact customers on the phone, meeting customers, uncover the needs; deliver the best solution that helps customer solve their recruitment needs.
- Being responsible for individual sales target.
- Assisting Manager in implementing sales strategies for the company.
- Have experience in supporting (role play, training) for new staff.
- Being responsible for AR, Revenue recording of Team.
- Perform other tasks assigned by Manager.

Achievement

- Best Sale Reward in August 2010 with 203% Target.
- Best Sale Reward in January 2012 with 116% Target.
- 2nd place Award in Oversea contest Half 2/2010 (among 60 sale staff)
- Achieve 157% Target of 2010.
- Taking part in Pilot Team – The leading team in all new important projects in the company.
- Taking part in ACT Team – The team to take care my colleagues' spirits.

06/2009 – 09/2009

Mai Ca Nursery School
English Teacher

- Teaching English for Children from 3 to 6 years old.
- Undertake the work as a teacher: teaching, preparing materials, question, answers, tests...
- Monitoring and maintaining the quality of teaching.

EDUCATION AND TRAINING BACKGROUND

2006 - 2009

Hanoi Teacher Training College
Bachelor Degree – Major in English

Other Training Courses:

- TRUST (Selling Skill)
- Communication Skill
- Time Management Skill
- Create Breakthrough Success
- Negotiation Skill
- Customer Services Skill