



Hoang Thi Minh Chau

Human Resource Executive

20/87 Phu Do Street, Nam Tu Liem District, Ha Noi.

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Number of year experience: 02

Personal Detail

Date of birth: 03 November 1992

Relationship: Single

Height: 158 cm

Weight: 47 kg

Career Summary

Successful human resources executive with track record of making positive changes in organization's culture, developing motivated staff, enhancing professionalism, and leading HR operations to an increased organizational effectiveness in the following fields:

- Organization Culture Development
- Team Development and Management
- Recruitment of high quality - Change Management
- Performance Management - Succession Planning
- Incentives and Compensation

Objective

Aspiring to develop quality workforce and contribute added-value to the organization's overall goals.

Notable Strengths

- Excellent knowledge of HR policies and procedures for staff selections.
- Energetic and cooperative – Adept at motivating others, and leading through example.
- Strong communication, representation and negotiation skill.

Human Resources

Elegant Import and Export Company, Dong Da, Ha Noi.

- Hiring staff, training and termination.
- Developing new talent sources and leadership capability across the corporation in order to build skilled employee base.

Experience

- Developing constructive work relationship with recruiters and employment professionals to ensure effectiveness of hiring processes and application practices.
- Managing the process of designing and implementing new HR policies.
- Advising on wage issues of employees including promotions and raises.
- Designing training programs of new employees in accordance with their job profile.
- Creating workshops for employees to develop new skills and introduce new technologies.
- Typing correspondence, entering data, answerphone and filing.
- Maintaining manager's calendar plan, schedule meetings, travel.
- Preparing information, document for meetings. Implementing and presenting content of meeting certainly.

Assistant of Director

Information Gateway Company Limited, Thanh Xuan district, Ha Noi city.

- Assist director and other managerial staff.
- Developing new talent sources and leadership capability across the corporation in order to build skilled employee base.
- Developing constructive work relationship with recruiters and employment professionals to ensure effectiveness of hiring processes and application practices.
- Managing the process of designing and implementing new HR policies.
- Advising on wage issues of employees including promotions and raises.
- Designing training programs of new employees.
- Maintaining director's calendar plan, schedule meetings, travel.
- Work with the Director to sustain and grow programs, service.
- Manage administrative functions to ensure smooth and efficient operations of the organization. Reporting about working of departments.
- Support the organization's strategic alliances and partnership.
- Participate in strategic planning.
- Represent the organization to the public, key stakeholders and business partner.
- Plan and implement the annual calendar of activities including business development, finance, special events and the official administrative acts.



- Delegating work and giving tasks to individuals to do

Educational
qualifications:

Transport of Communication University, Cau Giay District, Ha Noi
Bachelor's Degree in Building of Economic

