

PERSONAL DETAILS

NONG HOANG HANH LINH



Date of Birth : November 10th, 1991
Marital status : Single
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GENERAL QUALIFICATIONS

- Be specialized in English with thorough and proven skills in speaking, listening, reading, writing, translating and interpreting;
- Have experience in Multi-lingual working environment and good communication proficiency with national and international collaborators;
- Have excellent skills in office programs such as Microsoft Word, Excel, Power Point;
- Have strong experience in secretarial and administrative duties, office administration, personnel control;
- Have experience in contract preparation and payment follow-ups; business development and project management;
- Be well-qualified to deal with difficult situation and competent to work in team or independently in an effective way.
- Have knowledge of Japanese

PROFESSIONAL EXPERIENCE

Jun.2014 – Dec.2015

Hattori and Dream Partners Company Limited
Japan International Eye Hospital
Position: Admin&HR Manager

In term of Administration:

- Perform administrative procedures including business correspondence, translation, interpretation, meeting arrangement, travel reservation, filling system of office, ...;
- Control budget for monthly office consumptions such as office stationery, other supplies and subscriptions;
- Deal with relevant Government and Provincial Authorities to ensure the smooth operation of Company and Hospital;
- Provide information updates including news; Laws and regulations from true sources in order to facilitate the activities of Company and Hospital;
- Manage the building, ensure the smooth operation of electricity system, light system, air-conditioner system; have knowledge of suppliers to contact in necessary cases;
- Manage the machine system including office and medical equipments;
- Establish good relationship with other hospitals and sign the cooperation agreements with them to support each other in medical field.

In term of Human Resource:

- Set up recruitment and selection criteria, deal with communication agencies for vacancy advertisement;
- Screen applications to make the short-list and contact candidates, conduct interview and advise on selecting suitable candidates;
- Prepare Labor Contract, Probationary Contract, Working Agreement with Foreign workers;
- Organize training courses for new staffs such as Japanese culture, 5S, Horenso, Japanese hospitalities, Manner, Company culture, ...;
- Cooperate with other departments to evaluate staffs, arrange personal interview with each staff to encourage them, build up the suitable plan of working rotation;
- Arrange visa, work permit and other procedures related to foreign workers;
- Settle all issues related to staff's salary and compensation, social and health insurance;

Other responsibilities:

- Establish relationship with Local and Foreign Insurance Company and sign the Agreement with them to provide cashless services to patients;
- Cooperate with Accounting Department to control Company Budget and make plan to buy medical equipment for Hospital;
- Negotiate with suppliers, prepare the Business contracts and follow-up the payment;
- Join in medical activities by controlling Japanese Doctors schedule; take care of his patients and arrange working schedule.

Mar.2014-Jun.2014

Hattori and Dream Partners Company Limited**Japan International Eye Hospital Project**

Position: Part-time Project Development Officer

Responsibilities:

- Settle administrative and legal formalities to get the investment license;
- Provide information updates including Local Laws, and Regulations in order to facilitate the Project activities;
- Prepare all the necessary documents related to the Project and make sure about its accuracy.

Oct.2013-Feb.2014

Hanoi Branch- Vinpearlland Co.,Ltd**Vin Kid's Edu-Entertainment (VinKE) Project**

Position: Project Director's Assistant

Job Details:

- To be in charge of activity and event creation and Center management;
- Build up the content of all the activities organized by VinKE;
- Cooperate with Marketing department to build an effective marketing strategy;
- Make the plan to train new staffs about Company culture, Customer Relation, Problem-solving, ...;
- Control budget for all the activities and report directly to Director;

EDUCATION BACKGROUND

2010 ~ 2011

Eikoh Center Hanoi
Japanese language Studies

2009 ~2013

Foreign Trade University Hanoi
International Economics and Business
Degree Classification: Good

Certificates

Toeic certificate score: 815

CAREER OBJECTIVE

Looking for a challenged job in good working environment where I can demonstrate my knowledge, experience and interpersonal skills to contribute to the corporation.

REFERENCES

1. Dr. HATTORI TADASHI

Chair main
Hattori and Dream Partners Company Limited
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2. Mme. HOANG THI THANH HOAI

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