**LETTER OF APPLICATION**

***Hanoi, December 29th ,2015***

**To: HR department,**

I am writing to express my interest in the **HR Executive** position at your Company. The resume below explaints in detail my qualifications for this position.

For the past five years I have worked as office manager’ assistant. My main role is dealing with HR and Admin jobs, so I feel familiar with issues related to payroll, insurance, PIT, company’ operations ...Besides, I always feel excited to plan and set up activities or company’s events with the aim to bring encouragement and inspiration to employees. These kinds of job really interest me, inspirit me all the time and I always effort to improve my knowlege as well as skills through each task that I take in charge.

Besides, I am pretty sociable and interpersonal which help me adapt and integrate quickly with new environment and work well as a effective partner in a team. In addition, I am a responsible and well-organized person, so that I always try my best to logical arrange and finish all the received tasks, I am ready to learn new things and work under pressure.

Thank for taking the time to review my resume. I hope that my CV meet your requirements and I'm looking forward to having interview with you!

**Best regards!**

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**Vu Thanh Thuy**

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| **VU THI THANH THUY** | | |  |
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|  | **Gender:** | Female | |
| **DOB:** | August 22, 1983 | |
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| **SUMMARY OF QUALIFICATION** |  |

- Having 5-years experiences in HR field

- Having good command of labor law, PIT, SHUI, expat’s legal procedures  
- Good experience in C&B, Calculating salary and benefit, PIT finalization

- Having experience in dealing with HR issues

- Making and analyzing report

- Plan and arrange company’s activities and events

- Confident and ready to learn new things.

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| **EXPERIENCE** |  |

**Aug 2009-Oct 2015** **LOCK&LOCK HN CO., LTD Royal City, 72A Nguyen Trai, HN**

**Position** **Office Manager’s Assistant**

**Job description**

***HR responsibilities:***

- Do the recruitment: in charge of all steps of interview including receive recruitment request, post jobs, collect CVs, shortlist, arrange for interview, contact candidates, welcome newcomers …

- Handle Introduction, Orientation, Retention of new employees

- Deal with labor contract such as: prepare letter of employment, official labor contract, promotion/termination decision procedures for all staffs and other documents of HR

- Execute monthly payroll:

+ Co-ordinate with other departments to control attendance, annual leave of employees to record summary time sheet.

+ Calculate payroll and make payment.

+ Prepare pay-slip

+ Handle all questions and complaints of employee related to attendance or salary calculation…

- Process and report monthly, PIT finalization for employees

- Assist in monthly declaration on health, social and unemployment insurance matters with the aim to provide the timely insurance scheme for employees.

- Counsel staff and check on violation of regulations and carry out disciplinary action

- Set up and update the HR policies and procerdures.

- Prepare and submit periodical report to government agencies.

-Maintain employee’s confidence and protects operations by keeping human resource information confidential

- Conduct yearly performance appraisal and ensure compliance to the Company

***Admin responsibilities:***

- Keep and deal with company’s legal documents: licenses, permits, sales contracts, service contract, notice, correspondence …

- Work with government bodies for issuing of legal documents for expats: Visa, Resident cards, Work permit …

- Work with broken/tenant to lease office/apartment for expats, follow up all issues of leasing contracts.

- Arrange activities, events for employees such as: end year party, company’ trip, staff’ birthday…

- Take care, maintain office’s operation in best situation and keep working environment enjoyable, clean and organized.

\* Perform other duties as required by Office manager

**2008 – 2009** **VIETNAMHUMAN., JSC Nguyen Chi Thanh, Ba Dinh, HN**

**Position** **Officer**

**Job description**

- Manage files and documents of workers

- Prepare presentations, reports, transcribing and typing correspondences.

- Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; replaying messages; maintaining equipment and supplies

- Provide stationery, office small tools and other purchases accurately and timely

- Other tasks assigned by the Administration Manager.

**2007 – 2008** **YOUNGONE CO., LTD HoaXa Industrial zone, Nam Dinh City**

**Position** **Assistant production manager**

**Job description**

- Manage the production lines

- Ensure employees are trained to complete their work

- Set up daily, monthly production plan based on Sales and Production requirements related information, figures, target…

- Monitors quality of incoming raw materials and finished products

- Follow up of materials of production progress in order to ensure complying with production plan and adjust if changes

- Ensure right time delivery

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| **SKILL** |  |

- Good command of word, excel, PP, outlook and Internet usage

- English is fluent

- Plans and arranges activities, management skill, good communication and planning skill, team work and working individually as well

- Responsible, organized, mature, honest, studious, friendly and flexible to adapt to job demands

- Able to work under pressure and meet deadline.

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| **EDUCATION** |

**2002-2006** College of Foreign languages of Vietnam National University, Hanoi.

**2008-2012** Foreign Trade University \_ The second degree

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| **REFERENCE** |

Ms. Nguyen Thanh Hien Office Manager of Lock&Lock HN Co.,Ltd 0978 365 658

Ms. Dao Thi Tuyet Sales Manager’ Assistant of Lock&Lock HN Co.,Ltd 0984 931 518

*Other references upon required!*

**Applicant**

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**Vu Thi Thanh Thuy**