**RESUME**

**PERSONAL DATA:**



Full name: PHO THI PHUONG

Date of birth: Feb 03­rd1980

Marital status: Single

Nationality: Vietnamese - Gender: Female

Identity card: No: 001180001033 - Issued by: People’s police of Ha Noi

Contact address:No 14, LK 6A, Mo Lao, Ha Dong, Ha Noi

Contact number: *Mobile*: 0916 10 2332

Email: [phuongpt0302@gmail.com](mailto:phuongpt0302@gmail.com)

Skype: phuongpt32

**JOB OBJECTIVE:**

Looking forward to a position - a job in the field of human resource management can bring opportunities and challenges, let me make the most of the experience and its expertise in the management of human resources, contribute to the development of the company.

**EDUCATION:**

2001-2005: -Graduated from Hanoi University of Business and technology

Faculty of Trade

+Bachelor of Business Administration

+Major in Marketing

1999-2003: -Graduated from Hanoi University of Foreign Language.

+Bachelor of foreign language (In- service training)

+Major in English

1999: -Diploma, Dong Da High school

***Certificates:*** -Certificate of Computer applications, level B.

-Certificate of training course management human resource skills by VCCI hold.

-Certificate of training course Hozenso skills – Japan

-Certificate of training course 7 tools QC of Japan

**WORK EXPERIENCE:**

*From Dec.12 to present*:  **Human resource & General Affair Manager**

**Supervisor dispatching services (Cum)**

**OS Power Vietnam Co., Ltd**

(Joint venture company - Japan & Viet Nam - Provide outsourcing services & H.R Recruitment consulting service for Japan Clients)

Room 12P, 12nd floor No 1 Nguyen Huy Tuong str – Center Building, Thanh Xuan district, Ha Noi

Amount ~ 2.000 employees

*http://www.outsourcing.com.jp*

**Main duties:**

***Human resource***

* Management all the issues relate to the labor recruitment of OS and allocate the information of recruitment and client orders to the relevant person in charges (dispatching services).
* Manage the training process, labor training contents before dispatching them to work at the client companies and OS’s employees.
* Lead, coach and supervise every regional person in chargers how to manage their dispatching employees.
* Manage the labor contract process for employees.
* Solve all the matters relating to labor discipline, labor contract termination. Monitor the social insurance contribution process of employees.
* Follow up and check payroll for employees and dispatching fee with clients monthly.
* Follow up the process of formulating and implementing personal policy of company and OS cooperation.
* Update labor law, new policies & social insurance regulation for company if have changing.
* In charge for Budget calculation (Headcount & sale cost)
* Consult to BOB for personal policies and manage dispatching services
* Report the headcount to OS in Japan by monthly and report directly to Vice General Director about the changing human status.

***General Affair***

* Manage office and to solve related administrative duties.
* Manage office equipment & facility management.
* Manage for arrangement car / supplier / payment issues
* Business trip arrangement (Hotel, ticket, visa etc).

***Customer care***

* Carry out negotiating for quotation and the terms of the service contract between client and OSPV.
* Issue and manage the labor contracts for dispatching employees, service contracts for OSPV’s clients
* Keep contact with clients during the project period and update client’s information (new order, the matter relating to dispatching worker…)
* Set up & building a good relationship with clients.
* Offering viable solutions and cooperate with client to solve the matter.

*From May.2011 to Nov.12*: **Human Resource & Administration Manager**

**UMA Vietnam Co., Ltd**

(100% foreign invested capital of Sweden - a furniture company)

CT6 My Dinh Song Da, Tu Liem, Ha Noi

Amount: 250 employees

*http://www.uma.vn/shop*

**Main duties:**

***Human Resource***

* In charge of recruitment process. Ensure the qualified human resource for the company.
* Co-ordinate with other departments to follow employee's time attendance.
* Prepare for payroll, bonus and welfares for employees
* Make the process of the health and social insurance matters in complying with the law and regulation in Viẹt nam in order to ensure benefit for employees.
* In charge of labor contract and evaluation employee after the period of probation.
* Making the process accident insurance benefits (24h) for employees.
* In charge of issuing the disciplines under the decision of the BOD and follow-up the implementation.

***Administrative***

* Manage office and to solve related administrative duties.
* Manage office equipment & facility management.
* Arrange car issues
* Travel arrangement (Hotel, ticket, visa etc).
* Organization of company events such as: Coffee morning, annually party, summer activities.

*From June.06 to April.11* **Human Administrator**

**TOTO Viet Nam Co., Ltd**

(100% foreign invested capital of Japan)

Lot F1 Industrial zone Thang Long, Dong Anh, Ha Noi

Amount ~ 2.200 employees

*(http://www.toto.com.vn)*

**Main duties:**

* Manage the entire recruitment process from requisition generation, interview scheduling and coordination, screening, selection, offers, references for 03 years.
* Implement and Guide staff compliance with Corporate Policy, Regulations and company’s culture.
* Training company’s orientation for new comer.
* Update and report changing in labor laws and state regulations directly to HR manager.
* Handle all of matter relating to Decision labor discipline, performance appraisal, promotion, welfare, job allowance, labor contract and so on. Aid employees in problem solving and documentation related to social insurance, health insurance and 24H insurance benefits for employees.
* Ensure that time sheets are correct and transmitted to corporate payroll coordinator

**SKILLS**

* Good spoken and writing skills in both Vietnamese and English
* Ability to utilize MS Office (Excel, Word, PowerPoint) to accomplish work
* Familiarity with computer based human resource software namely management human resource and leave record.
* Ability to work independently & under pressure. Meet deadlines with timely reports & outcomes
* Strong organizational skills and attention to detail; Ability to plan and prioritize work duties
* Good inter-personal and team building skills.
* Strong communication skills and proven success in communicating effectively with all levels.
* Have experience in organization event or activities team with detail and creative.

**PERSONAL STATEMENT:**

* Consistently strive to be an efficient subordinate of a hardworking, careful, flexible, responsible working attitude.
* Your result will be reflected the quality of your work and will be reflected your ability to solve the problem.

**REFERENCE:**

* **Ms Nguyen Thi Van Anh**

**Ex Human Resource Manager.**

**Logistic Manager**

TOTO Viet Nam Co. Ltd.

Lot F1, Thang Long Industrial Zone, Dong Anh, Ha noi

Tel: (84-04)38811926 Ext.311 – Phone 0912 208 909

* **Ms Nguyen Thi Ngoc Hoa**

**Accounting Manager**

OSPV Co.,ltd

Room 12P, 12nd floor No 1 Nguyen Huy Tuong str – Center Building, Thanh Xuan district, Ha Noi

Phone: 0915 930 868

* **Other request**