****PHUNG PHUONG NGAN**

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DOB: 21/05/1991

Nationality: Vietnamese

EDUCATION

* **Sept 2014 – Sept 2015**: Master in International Human Resource Management at IGR-IAE, France (GPA: 15.4/20 as first - class student with a high grade of 17/20 for final Master Thesis)
* **Sept 2009 – Jun 2013**: Bachelor in Sociology at Academy of Journalism and Communication, Vietnam (GPA: 7.18/10)

WORKING EXPERIENCES

**Mar 2015 – Sept 2015 (7 months):** HR assistant Intern at Club Med ESAP Regional office - Singapore

* Accomplishments: complete my own project of 3 years Sourcing and Communication strategy plan for EMPLOYER BRANDING in ESAP; successfully search and assist in recruiting several positions at Regional level (Ex: Regional Senior Buyer, Quality and Product Deployment manager, Corporate Sale manager, and so on) and Resorts
* Take part in Recruitment process and working closely with Talent Acquisition Managers (both Regional and country level) as well as Regional hiring managers: Follow-up with HR projects, Employer Branding activities; assist thoroughly and follow-up the end to end Recruitment process
* Take part in Training planning: Being connection point between Regional offices and 8 resorts in ESAP as well as business unit in China, working directly with HR managers at Resorts/ Chinese unit and Regional Training manager in order to plan thoroughly Training sessions
* Working with Oracle’s HR database system, integrate data and employees’ profiles with the system (Recruitment and Training sections)

Report to: Regional Talent Acquisition Manager and Regional Learning and Development Manager

**Aug 2013 – Nov 2013 (3 months)**: HR Admin Intern at Euroland Asia - Vietnam

*This job allowed me to gain an insight about HR professional and created a momentum for my career orientation later on.*

* Support basic steps of Recruitment process and admin tasks

Report to: HR Administrator

**May 2012 – Oct 2012 (5 months)**: Customer Relationship staff at Mat Nai Corp - Vietnam

* Accomplishments: gained an understanding of products, the importance of flexibility in communication and different ways to build loyal customer base

SKILLS

* Proficient in Microsoft Office; basic in SPSS and Nvivo
* Languages: Vietnamese: Native

English: Fluent

French: Intermediate (331/600 TCF)

Japanese: Notation

VOLUNTARY ACTIVITIES

* Participated in several voluntary activities of Lighting Heart Organisation (LHO) such as “Volunteer Youth”, “Green Summer”, “Mid-autumn festival for autism children at Phuc Tue Autism Children Centre”, and so on.
* “Vietnam Youth to Business Forum” that was organized by AIESEC Hanoi
* An active attendee of activities and events that aim to raise social awareness which are organized by U.S Embassy in Vietnam such as: “TPP and the future of U.S engagement in the APAC”, “Adolescent Health and Well-being”, “Startup in the STEM fields”, Debate clubs, and so on.

*References will be provided upon request*