

VŨ VINH NGHI

BUSINESS DEVELOPMENT - RECRUITMENT CONSULTANT



To obtain a challenging work experience in order to enhance my professional capabilities and competencies. Preferably a position in a multi-national corporate environment where problem solving skills and interpersonal skills are required. Ability to think critically, solve problems. Looking for a new position where I can be utilized my skills in order to support my future plans.

VU VINH NGHI

21/07/1994

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EDUCATION

■ KING'S HIGH SCHOOL (DUNEDIN, NEW ZEALAND)

2007 - 2011

Major: DIPLOMA HIGH SCHOOL

GPA: 3.6/4

■ PSB COLLEGE 2013 - 2015

ADVANCED DIPLOMA (HUMAN RESOURCE)

GPA: 3.6/4

■ UNIVERSITY OF GREENWICH 2016 - 2017

Major: Bachelor of Business Administration, Finance

GPA: 3.5/4.0

PERSONAL SKILLS

Microsoft Office



Teamwork



WORKING EXPERIENCES

■ REERACOEN VIETNAM COMPANY LIMITED

2019 - Present

Recruitment Advisor - Career Advisor - Business Development

RA - BUSINESS DEVELOPMENT

- Responsible for developing our new channel to MNC (Multinational company) market: Japanese companies such as USA, Europe and Korean market.
- Approach MNC market to develop REERACOEN with different aspect, aim to 25% of revenue come from MNC market
- Attending to seminars and Expo to create relationship with new clients, approaching MNC clients as well as exchange name card with clients

RECRUITMENT CONSULTANT

- Doing research on clients and candidates
- Scouting candidates, screening CVs, Phone - interviewing, supporting Candidates from Face to Face - interview to start working,
- Making resumes, encoding information of candidates on the system, endorsing candidates to our clients via recruitment advisors, setting interviews for candidates with clients, following up candidates.
- Make Daily Sale report and Weekly Report



ACHIEVEMENT

■ CERTIFICATE OF ACHIEVEMENT

March 2020

Top 1 Sale Amount - Vietnam Branch - Local Team

REERACOEN VIETNAM COMPANY LIMITED

■ CERTIFICATE OF ACHIEVEMENT Apr 2020

Top 2 Recruitment Advisor

REERACOEN VIETNAM COMPANY LIMITED

■ CERTIFICATE OF ACHIEVEMENT Dec 2019

Top 3 RA of the month

REERACOEN VIETNAM COMPANY LIMITED

■ APOLLO ENGLISH CENTER HCMC – PHAM NGOC THACH BRANCH

OCT 2018 - JUNE 2019

Study Manager – Key Account : English Consultancy

1. Identify sales opportunities from walk-in customers, existing customers and personal relationships.
2. Arrange and Manage to achieve sale target with corporate in order to open a Business English Training classes for employees and employers
3. Strengthen existing customer relationships as well as establish relationships with new potential customers.
4. Meet Apollo service performance standards through handling customer enquiries efficiently with over sale target

■ STANDARD CHARTERED BANK VIETNAM

OCT 2017 - OCT 2018

BUSINESS DEVELOPMENT

1. Identify sales opportunities from walk-in customers, existing customers and personal relationships.
2. Cross-sell related banking services to personal customers to achieve monthly sales and referral target. Banking products responsible for include: Personal banking account, Credit card, Personal loan ,Financial planning service
3. Strengthen existing customer relationships as well as establish
4. Meet Standard Chartered service performance standards through handling customer enquiries efficiently.
5. Account Opening & Maintenance in order to ensure all required does available prior to opening accounts
- Perform blacklist check internally with Central Bank list system
o To image clients signature correctly and with the appropriate signing instructions as per client request

LANGUAGE

ENGLISH

Advance Level

REFERENCE

Available Upon Request

N/A

Điện thoại: | Email: