



# Phạm Vũ Quang Minh

## Talent Acquisition and Development

**Date of birth:** January, 02, 1995  
**Gender:** Male  
**Phone:** 0772341188  
**Email:** phamvuquangminh1995@gmail.com  
**Address:** No 1162, 1A Highway, Tan Tao A Ward, Binh Tan District, Ho Chi Minh City, Vietnam  
**Website:** Skype ID: phamvuquangminh1995@gmail.com

## OBJECTIVE

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I want to challenge myself in an active and professional environment and have opportunities to bring a lot of value to customers. In the next 3 years, I want to practice and develop specialized skills in the field of human resources. With my experience and enthusiasm, I am confident that I can complete the work assigned and please customers from that I will contribute to the development of your company.

## EDUCATION

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September, 2015 - July, 2019	<b>Ho Chi Minh City University of Foreign Languages - Information Technology (HUFLIT)</b> Department: International Business Administration Major: Human Resource Management
August, 2012 - June, 2015	<b>Chu Van An highschool</b>

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## WORK EXPERIENCE

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September 2019 - January 2021	<b>OPPO - Authorized Exclusive Distributor Vietnam</b> Product Trainer Training (40%) <ul style="list-style-type: none"><li>- Develop a schedule to assess training needs</li><li>- Consult with other trainers, managers, and leadership</li><li>- Communicate training needs and online resources</li><li>- Create training strategies, initiatives, and materials</li><li>- Contact and utilize outside vendors and resources for instructional technology</li><li>- Test and review created materials</li><li>- Maintain a database of all training materials</li><li>- Instruct employee training and onboarding</li><li>- Conduct training through new materials</li><li>- Coordinate and monitor enrollment, schedules, costs, and equipment</li><li>- Training information and feature of the new products to internal employees and partners</li></ul> Quality Controlling (30%) <ul style="list-style-type: none"><li>- Review employee performance and learning</li><li>- Ensure Sale teams comply with the working regulations</li><li>- Control offline and online activities of Sale team consistent with</li></ul>
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corporate culture

Internal Relation (20%)

- Plan to organize activities that connect the employee's work spirit
- Control costs and materials of activities
- Evaluate the effectiveness of the program
- Organize team-building activities, kick-off event

Recruitment (10%)

- Sourcing and attracting candidates by using databases, social media, etc.
- Conducting interviews and filtering candidates for open positions.

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June 2019 - August 2019

**Adecco Vietnam**

Recruitment Intern

Main responsibilities:

- Source and recruit candidates by using databases, social media, etc -
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants' relevant knowledge, skills, soft skills, experience, and aptitudes
- Onboard new employees to become fully integrated
- Monitor and apply HR recruiting best practices
- Update internal databases with new employee information, including contact details and employment forms
- Schedule and confirm interviews with candidates

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November, 2017 - June, 2018

**Vietnam-Australia Society Academy (V.A.S.A)**

Sale Consultant

Main responsibilities:

- Advise, share and explain to customers about the content of the program, courses and sales policy of the center
- Maintaining and developing potential customers in the business of the Company
- Collaborate with relevant departments to conduct seminars, center events or corporate events and test sessions for students.
- Update information about customers, search and reach customers to consult/sell courses
- Perform administrative tasks, manage training classes

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November, 2016 - October 2017 **Vietnam-Australia Society Academy (V.A.S.A)**

Teaching Assistant

Main responsibilities:

- Support in managing class and follow provided lesson plan
- Guide students to do homework

- Monitor and evaluate the learning process of students
- Carry out customer service as requested

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## ACTIVITIES

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August, 2016 - January, 2020    **"Under Tree's Shadow" charity project**  
English tutor for children

- Guide children study English in activities and lessons
- Support to organize science classes

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## CERTIFICATIONS

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2018	Microsoft Office Specialist (MOS) for Word and Excel
2017	Top 30 CV Contest
2016	Public Speaking Art course at Youth Culture Center

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## SKILLS

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Language	English
Computer	Word, Excel, Powerpoint

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## INTERESTS

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I like reading books such as You Can Negotiate Anything, You Can Read Anyone. I am interested in finding approaches to improve human performance and motivate members to increase productivity.

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## REFERENCES

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References available upon request

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