



**Kim Phuong Tran**

Operation Manager at VietNam Holding Asset Management

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**Kim Phuong Tran** · 3rd

Operation Manager at VietNam Holding Asset Management

Vietnam · 476 connections · [Contact info](#)



**VietNam Holding Asset  
Management Ltd.**

**Massey University**

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## Experience

### Human Resource and Office Manager

/ietNam Holding Asset Management Ltd.



Aug 2010 – Present

· 10 yrs 9 mos

Ho Chi Minh City, Vietnam

Responsible for ensuring that the office is operationally efficient and effective, for setting strategic human resource and administrative direction; providing a perspective on growth and expansion; and supporting and sustaining a culture as a great place to work.

Develop a thorough understanding of the offices' requirements regarding human resources, administrative functions and physical office needs. Involve with recruitment, training, career development, in full, accurate and equitable administration of all compensation and benefits, employee relations, employment law, compliance, disciplinary and grievance issues, retention and terminations, keeping up to date with areas such as employment law, which change often. Manage administration and logistics works

and organize all company events

... see more



### Assistant to GM

Johnson Controls Vietnam

Feb 2006 – Feb 2009

· 3 yrs 1 mo

Binh Duong, Vietnam

Provides assistance to the General Manager in the day-to-day management of the organization and assumes responsibility for the overall administrative functions of the Executive Office.

Liaison for the General Manager with Board members, senior staff and department management.

... see more

### Visa Officer & Admin Assistant

Consulate General of Switzerland in Ho Chi Minh City

Jul 2000 – Mar 2006

· 5 yrs 9 mos

Ho Chi Minh City, Vietnam

Sole staff at visa section receiving & verifying visa documents for the purposes of visiting visa, business visa, tourist visa, studying visa, working visa, researching visa...

Experience on legalization procedure for legal international documents, marriage of foreigners & Vietnamese, adoption, passport .....

... see more

## Education

### Massey University

Master of Business Studies, Human Resource Management

2018 – 2020

### University of Economics of Ho Chi Minh City


Human Resources Manager

2014 – 2014

### University of Economics of Ho Chi Minh City

Professional Personnel Administration

2013 – 2013

Show 2 more education 

## Volunteer experience

## supporter, interpreter for Bac Lieu Bridge project

Toni Ruttimann, The Bridgebuilder

2005 • less than a year

Social Services

Connected Bac Lieu project people with Toni, doing translation and preparing application to apply for project approvals, supporting and interpreting during my weekend time.

## Skills & endorsements

### Human Resources . 11



Endorsed by **5 of Kim Phuong's colleagues at Vietnam Holding Asset Management Ltd.**

### Negotiation . 8



Endorsed by **Tony Yang, who is highly skilled at this**



Endorsed by **3 of Kim Phuong's colleagues at Vietnam Holding Asset Management Ltd.**

### Employee Relations . 8



Endorsed by **2 of Kim Phuong's colleagues at Vietnam Holding Asset Management Ltd.**

## Industry Knowledge

### Recruiting . 2

### Strategic Planning . 1

### Budgets . 1

### Project Planning . 1

### Project Management . 1

Change Management

Operations Management

Interpersonal Skills

Management . 7

Teamwork . 4

Time Management . 4

Team Leadership . 2

Leadership . 2

Customer Service . 1

Team Building . 1

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Recommendations

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**victor samuel**  
ISEA Trim Project Manager at Adient  
Summit Thailand

May 24, 2011, victor worked with Kim Phuong in  
different groups

Ms.Phuong tran is an efficient colleague I have worked with for more than three years at Johnson Control Vietnam. The way Ms.phuong plan and organize the key factors for the organization was been very apt in manner, and the best I have seen from Ms.Phuong is an excellent time management skill with... [See more](#)

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Shark on ABC's Shark Tank, Public Speaker, Podcast Host, Author, Founder of The



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Human Resources Assistant at Hachinet Software

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Frontend Angular Developer

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