



NGUYEN HA

Admin/HR

- Married
- Female
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OBJECTIVE

With over 6 years of working experience in Human Resources, Sales & Marketing Admin, I would like to expand various responsibilities in functional areas such as general HR, Admin,... in a friendly and professional working environment.



EDUCATION

UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES

APR 1999 - MAY 2004

Major: English Linguistics and Literature



WORK EXPERIENCE

TH MILK JOINT STOCK COMPANY (FOOD & BEVERAGE INDUSTRY)

APR 2016 - SEP 2020

Admin/Talent Acquisition Executive - HR Dept.

Main responsibilities:

- General office management (security, clean building, book air ticket, deal with suppliers, payment costs...), making monthly report
- Participate in a variety of recruitment activities, interview, test, rank, check references

Achievements:

- Support to organize special events of company: Year End Party, Women's Day, MT program...

KINH DO CORPORATION (FOOD & BEVERAGE INDUSTRY)

SEP 2011 - NOV 2013

Recruitment Specialist - HR Dept.

Main responsibilities:

- Building candidates database, job posting, CV screening, specialist test, interview candidates
- Making recruiting statement/ Offer Letter and get BOD's approval
- Welcome new employees with orientation training: company' introduction, regulation, ...

Achievements:

- Support Management Trainee Program 2013



ACTIVITIES

UNIVERSITY OF ECONOMICS HCMC

APR 2012 - MAY 2014

- HR Ambassador of Tu Tin Vao Doi Program

- Attend HR workshops/ Share of softskills to students in the HR Talkshow



CERTIFICATIONS

- Customer Service Skill - Economics University



HONORS & AWARDS

Award "Outstanding Service Overall"



HOBBIES

- Listening to music, reading books, swimming, playing table-tennis, volleyball



REFERENCES

Available upon request