

Kim Phuong Tran

Operation Manager at VietNam Holding Asset Management

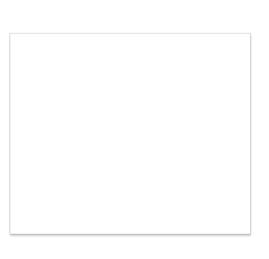
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Kim Phuong Tran · 3rd

Operation Manager at VietNam Holding Asset Management

Vietnam · 476 connections · Contact info

(i) YENW HOOM

VietNam Holding Asset Management Ltd.

Massey University

People and pages related to Kim Phuong

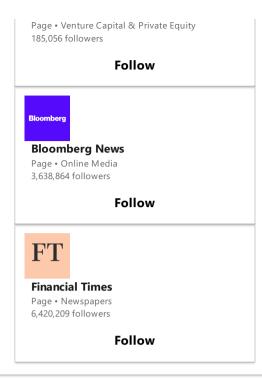
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Activity

478 followers

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Experience

Human Resource and Office Manager

/ietNam Holding Asset Management Ltd.

(a) YETNAM HOLDING 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

Assistant to GM



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 >

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
Show less ^
Recommendations
Received (1) Given (0)

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

Interests

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Barbara Corcoran in

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



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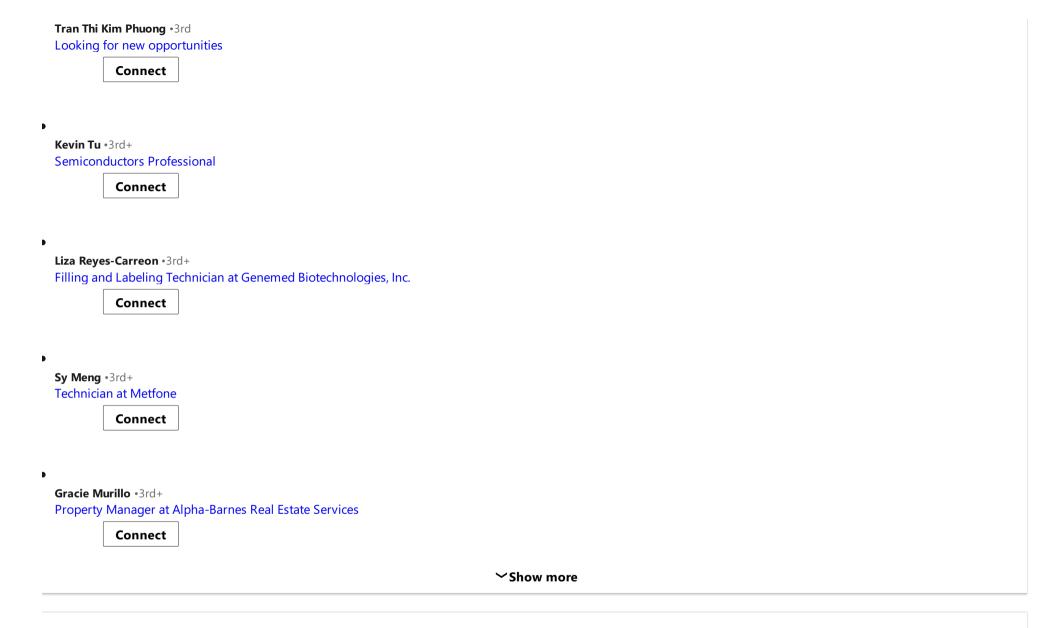
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BE BA (My Nguyen)

Recruitment Specialist cum Admin at Milensea Retail

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Le Nhat Huy

President at UTE Logistics and Supply Chain Club

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Khánh Linh Đỗ

Human Resources Assistant at Hachinet Software

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Nguyen Dinh Dat

Frontend Angular Developer

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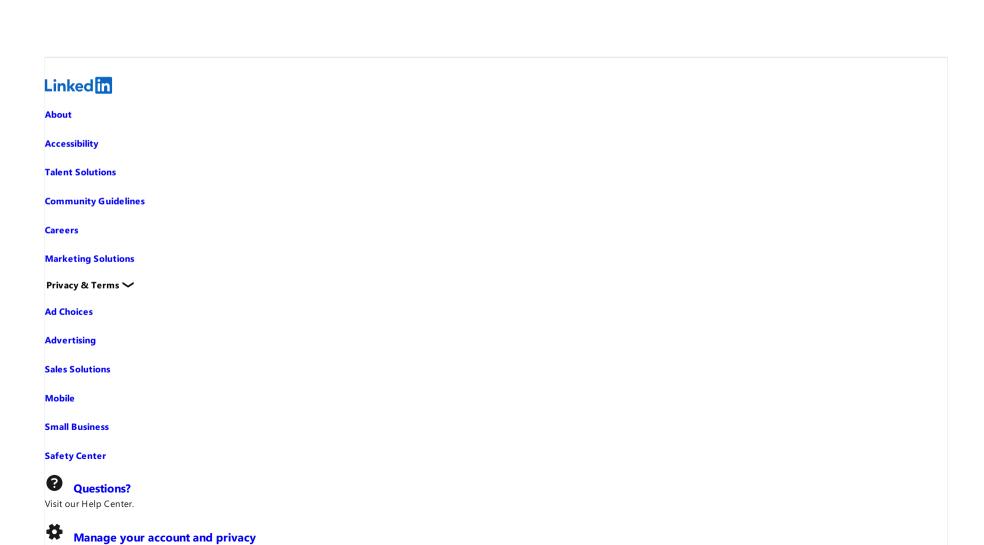


Nhi Duong

Student at Ton Duc Thang University

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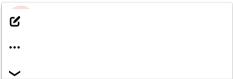
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