

Dang Anh Minh

HR & Admin Manager cum Internal Trainer

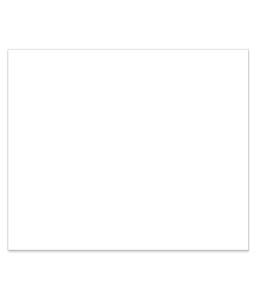
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Dang Anh Minh · 3rd

HR & Admin Manager cum Internal Trainer

Vietnam · 500+ connections · Contact info



Karcher Vietnam

VMP

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About

As part of a team, I want to add value and continue to grow the company by making a strong contribution to organizational goals through continued development of professional skills

Activity

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Chào Anh, cảm ơn Anh quan tâm thông tin, vị trí này ưu tiên những...

Dang replied to a comment



Chào Cả nhà, Karcher đang cần tuyển 2 bạn kỹ sư bán hàng (600-..

Dang shared this



Katharina Goertz: I hope that you can receive more applicants:)

Dang commented



Chào cả nhà, Minh đang hỗ trợ bạn Minh tuyển dụng vị trí GM và..

Dang shared this
7 Reactions • 1 Comment

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Experience

HR & Admin Manager

(archer Vietnam · Full-time KARCHER → Dec 2015 – Present

· 5 yrs 5 mos

Ho Chi Minh

Senior HR

PIRIOU VIETNAM (New Name of South East Asia Shipyard)

Jun 2015 – Dec 2015

· 7 mos

Ho Chi Minh

SOUTH EAST ASIA SHIPYARD

5 yrs 10 mos

Senior HR (Main Duty: Recruitment)

May 2012 – Jun 2015

· 3 yrs 2 mos

Ho Chi Minh, Viet Nam

Senior HR: (May 2012- now)

Recruitment: (take care the higher position: Group Leader, Officer, Deputy Manager, Manager, Senior position & Engineer)

Training: (2 months, support to Senior training)

... see more

Recruitment Staff

May 2011 – May 2012 · 1 yr 1 mo HCM

Recruitment Staff: (May 2011- May 2012)

- Create, maintain and follow up the recruitment database, potential database to ensure high quality candidate at all time.
- Follow the recruitment process to recruit permanent employees, workers, team leaders, group leaders and employee from subcontractor.
- Proactive to coordinate with department for interview.

... see more

Show 1 more role 🗸

French Teacher

LANGUAGE CENTRE OF EDUCATION UNIVERSITY

Apr 2006 – May 2010 · 4 yrs 2 mos HCM

Teach french

Director's Secretary

VT GOOD DENTAL
Oct 2006 – May 2009
· 2 yrs 8 mos
Ho Chi Minh, Viet Nam

- Organize the appointments for the General Director
- Translate French-Vietnamese French: emails, documents for customers in France
- Contact customers in France by email, phone for package's information
- Make and send invoices in France
 ... see more

Education

VMP

Certificate, Train the Training Manager 2019 – 2019

VIETMANPOWER TRAINING -VMP

Certificate, Train the Trainer 3+ 2017 – 2017

PTI - PROFESSIONAL TRAINING INSTITUTE Certificate, CHRO - Chief Human Resources Officer 2016 − 2016 Show 3 more education ✓ Licenses & certifications

Office Computer at A Level

Skills & endorsements

Language: English (intermediate), French (Advanced) Computer Skills: Microsoft W . 3

Pieter CLAUDEL and 2 connections have given endorsements for this skill

Human Resources . 14



Endorsed by Thanh Nguyen Van, who is highly skilled at this

Recruiting . 14

Pieter CLAUDEL and 13 connections have given endorsements for this skill

Industry Knowledge

 $\textbf{Administrative Assistants} \ \ . \ 2$

 $\textbf{Translation}_{~\cdot~1}$

Secretarial Skills . 1

Interpersonal Skills

Show less ^

Accomplishments

Languages

English • French • Vietnamese

Interests

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HR Manager at Le May Trading Service Production Co., Ltd (Lotus Group)

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Tam Nguyen •2nd

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Anna Le Thi Van Anh •2nd

HR Manager at Hoan My Medical Corporation

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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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