

Contact

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Top Skills

Customer Service
Management
Microsoft Office

Nguyen Bui

Human Resource Business Partner
Vietnam

Experience

Bosch Vietnam
HR Business Partner
April 2024 - Present (1 year)
Vietnam

Elite Long Thanh
Performance Management Leader
April 2021 - May 2024 (3 years 2 months)
Vietnam

*Role & Responsibilities:

- Performance Management: Developing a performance management system involves identifying the knowledge and skills required for efficient job performance, as well as promoting personal growth and advancement to align employees' performance with company objectives
- Talent Management & Development: Developing a two-way system of communication between direct managers about functional and organizational goals, and expectations, to make decisions on strategic planning, succession planning, promotions and performance based payment.
- Organizational Development: creating and updating organizational charts, defining functional roles, developing and implementing effective HR policies and practices to support the strategic growth of a company
- Project Management: being lead all projects regarding HR functions including defining objectives, creating project plans, assessing needs, executing the project while collaborating and communicating progress, monitoring and evaluating, making adjustments as needed, presentation, and documenting lessons learned for future projects
- Team Management: Identifying, recruiting, motivating, coaching, developing to ensure sufficient and qualified resources to deliver jobs

*Key achievements:

- Built up Job Matrix for all departmental functions
- Renew job description for all job titles
- Developed KPI Bank including company goals, departmental goals and set of KPIs for each job titles

- Developed competency framework and conducted program of competency base assessment for all staff level & above
- Participated in project of manpower planning during the crucial period of company
- Developed and conducted People survey for Leader level & above
- Developed and conducted 360 degree feedback for selected list
- Involved in project of re-viewing all HR policies, procedures, processes
- Conducted engagement activities Lucky draw, birthday event, month of labor, buddy program, Elite culture wheel of fortune,...

Fashion Garments - Vietnam

Talent Management and Development Staff

September 2019 - April 2021 (1 year 8 months)

Biên Hòa, Dong Nai, Vietnam

*Role & Responsibilities:

- Performance Management: Managing development and implementation of monitoring PM systems for individual performance indicators and standards, including ensuring data quality and compliance with internal and external audit requirements
- Talent Management & Development: Maintaining and delivering key Talent programs and supporting the overall development of capability across the organization

*Key achievements:

- Participated in project PMS upgrading
- Participated in a project of re-new KPI Bank for the whole company
- Well-monitored and managed training data on LMS
- Conducted yearly TNA
- Developed yearly training plan
- Conducted training course including mandatory training courses (HSE training, orientation training...), soft-skill training (professional skills in workplace, train the trainer, supervisory skills, NLP,...) and others (workshop, talk show, training activities,...)
- Conducted the IDP for staff level and above

Wacoal Vietnam

Human Resources Specialist

July 2017 - August 2019 (2 years 2 months)

Vietnam

Fashion Garments - Vietnam

Talent Acquisition Staf
August 2016 - July 2017 (1 year)
Vietnam

CALOFIC
Recruitment and Training Staff
July 2015 - July 2016 (1 year 1 month)

Vietnam Prosperity Bank - VPBank
Human Resources Intern
August 2014 - October 2014 (3 months)

Education

Van Lang University
Bachelor's degree, Commercial · (2011 - 2015)