

Contact

www.linkedin.com/in/nguyen-ngoc-tram-anh-0ab44859 (LinkedIn)

Top Skills

Executive Search

Recruiting

Human Resources

Languages

English (Professional Working)

Vietnamese (Native or Bilingual)

Honors-Awards

Excellent Student of IBA Department

Nguyen Ngoc Tram Anh

HR Specialist

Ho Chi Minh City, Vietnam

Experience

CJ CGV Vietnam

4 years 3 months

HR Development Senior Analyst

March 2023 - Present (2 years 1 month)

Ho Chi Minh City, Vietnam

HR Development Analyst

January 2021 - March 2023 (2 years 3 months)

Ho Chi Minh City, Vietnam

AQUA Electrical Appliances

Senior HR Specialist (Talent Acquisition)

December 2019 - January 2021 (1 year 2 months)

Vietnam

CREASIA

Human Resources Supervisor

July 2019 - November 2019 (5 months)

Vietnam

Sun Resources Food

4 years 10 months

Human Resources Supervisor

May 2018 - June 2019 (1 year 2 months)

Vietnam

Senior HR Executive

August 2016 - April 2018 (1 year 9 months)

Ho Chi Minh

1. Recruitment: Be responsible for the full recruitment process for all level

2. Training & Development: Make plan, implement and follow-up training courses to enhance employee's abilities

3. Employee Relation / Culture: organize the events of company to build up staff relation & culture: birthday, YEP, team building ...

4. Employer branding: organize Sales Management Trainee 2017

5. Operation: assist in company's procedure

Recruitment & Training Executive

September 2014 - July 2016 (1 year 11 months)

Ho Chi Minh

Responsible for Recruitment and Training activities

VIPSEARCH

Researcher

December 2012 - June 2014 (1 year 7 months)

Ho Chi Minh

- Search, screen, interview, select the candidates
- Prepare candidate profiles and ensure thoroughness and consistency in candidate presentations
- Support the candidate during the interviews
- Warm up or contact new client to get job

Education

HUFLIT

Bachelor's Degree, International Business Administration · (2008 - 2013)