

Contact

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Top Skills

HRBP

Strategic Human Resource Planning

Employee Relations

Huy Nguyen

Offering AI solutions to enhance your work efficiency and effectiveness

Vietnam

Experience

AIWIZE

AI Consultant

December 2024 - Present (4 months)

Offering AI solutions to enhance your work efficiency and effectiveness

DatVietVAC Group Holdings

HRBP Supervisor

June 2024 - November 2024 (6 months)

Yeah1 Group Corporation

HRBP Manager

March 2023 - June 2024 (1 year 4 months)

Ho Chi Minh City, Vietnam

As the HRBP Manager for the Tech and Ecommerce Hub, I am responsible for monitoring the human resource needs of 06 member companies with a total headcount in charge of about 200 employees. My main tasks include:

- Coordinate with BU Heads and relevant functional departments within HR to deploy HR activities of the entire group for the unit in charge, including:
 - Resource planning and budgeting
 - Performance management
 - Training and development of employees
 - Internal communication and employee engagement
 - Build internal culture for each member company
- Carry out recruitment according to the unit's resource plan.
- Monitor and implement the policies of the corporation and the unit in charge effectively.
- Grasp the working spirit of employees in the unit and resolve their questions about personnel issues.

Kyanon Digital

Talent Acquisition Lead

June 2022 - March 2023 (10 months)

Ho Chi Minh City, Vietnam

- Responsible for performance of Talent Acquisition team in HCM, main focus on Software Engineer positions.
- Conduct market analysis and assessment to guide the team in choosing a candidate approach strategy.
- Provide Hiring Managers with basic introduction on the Recruitment and Selection Standard, Background Check Guidance and Hiring Process.
- Plan and work with outsourcing partners to ensure that backup resources are always available when needed. Monitor and conduct performance reviews of each partner to identify potential partners.
- Responsible for planning cooperation with universities to develop cooperation and training strategies, in line with Kyanon Digital's resource needs in the future.

Fintech AI Company

Talent Acquisition Team Leader

December 2021 - June 2022 (7 months)

Ho Chi Minh City, Vietnam

- Manage 02 team members, mainly responsible for recruitment (90% mass recruitment for the Call Collector position; the remaining 10% for other office positions).
- Ensure the monthly recruitment rate is 90% or more and keep the turnover rate below 30%.
- Propose, estimate and control monthly recruitment costs.
- Propose, estimate costs and implement engagement activities to increase employee retention rate (year-end party; monthly events; events associated with the company's core values; ...)
- Build a form to evaluate interview results and constantly update monthly to match the actual needs of the Operations department.
- Continuously improve the call script and build a question bank in line with the vacancies and the company's core values.
- Organize training and improve recruitment skills for team members through weekly review and sharing meetings, main topics around recruitment, how to attract candidates and how to build trust among employees in the company to become contacts and encourage them to participate in activities organized by us.
- Implement and propose weekly/monthly reports, based on data (using data to show work results and partly predict future recruitment trends).

Freelance Recruiter

Freelance Recruiter

July 2021 - December 2021 (6 months)

Hunting talents according to client requirements, focusing on main domains: e-commerce, logistics.

Shopee

Senior Recruitment Executive

December 2017 - June 2021 (3 years 7 months)

Ho Chi Minh City, Vietnam

Main Responsibilities:

- Handle a full process of recruitment for all type of employees with various types of vacancies
(Business Development, Marketing, Operations, Business Analyst...).
- Provide Hiring Managers with basic introduction on the Recruitment and Selection Standard, Background Check Guidance and Hiring Process.
- Prepare, present the proposals and issue Offer letters, guide and collect all hiring documents.
- In charge of building and developing content for employer branding activities to attract candidates on social media (facebook, linkedin...).

CATHACO., LTD

Recruitment Specialist

November 2016 - December 2017 (1 year 2 months)

Ho Chi Minh City, Vietnam

Main Responsibilities:

- Conduct interview for intermediate or higher level of vacancies as required
- Research and recommend suitable recruitment sources.
- Conduct exit interviews, analyze employee turnover rates and provide appropriate recommendations and solutions.
- Carry out monthly staffing reports (recruiting, turnover rates).
- Feedback and answer questions of the candidates for the positions in charge.
- Create a recruitment daily/weekly/monthly report.

Topica Edtech Group

Recruitment Specialist

October 2015 - November 2016 (1 year 2 months)

Ho Chi Minh City, Vietnam

Main Responsibilities:

- Manage 2 collaborators; operate recruitment for positions are recruited in HCM.
- Guide the procedure and take care of new employees for the first 10 days take job (ensure retention rate).
- Being the contact point for inquiries of candidates in the HCMC.
- Organizing nationwide recruitment programs: 22CEO, 18FIR, ITX, 12CFO...

Education

Văn Hiến University

Bachelor's degree, Human Resources Management/Personnel Administration,
General · (2011 - 2015)