

Contact

www.linkedin.com/in/nguyen-thuy-duong-shrm-cp-83227921
(LinkedIn)

Top Skills

Employee Benefits Design
Analytical Skills
Employer Branding

Languages

English

Nguyen Thuy Duong, SHRM-CP

Strategic HR Practitioner | Empowering Partners to Maximize Potential
Vietnam

Summary

I'm passionate about creating transformative HR strategies that truly empower people and organizations. As a Strategic HR Practitioner, I thrive on helping partners unlock their full potential, align talent with vision, and drive meaningful impact. My goal is to bridge the gap between strategy and execution, ensuring that people remain the heart of every success story. Together, we can build a future where everyone thrives. Let's connect!

Experience

TechLogs Solutions
Strategic HR Practitioner
April 2023 - Present (2 years)

Samsung SDS Asia Pacific Pte Ltd
RHQ HR Assistant Manager
April 2020 - March 2023 (3 years)
Cầu Giấy, Hanoi, Vietnam

Hanaro TNS Vietnam
4 years 11 months
HR Assistant Manager
March 2019 - October 2022 (3 years 8 months)
Hanoi city

Senior Executive Human Resources
December 2017 - February 2019 (1 year 3 months)
Hanoi city

Bodynits Group
HR Executive
August 2016 - October 2017 (1 year 3 months)

Panasonic

Compensation and Benefits Officer

May 2015 - July 2016 (1 year 3 months)

Hanoi, Vietnam

Compensation & Benefits - Total Rewards

- Monthly Payroll
- Social, Health and Unemployment Insurance (monthly report, reconciliation, benefit claim...)
- PIT Finalization
- Other relevant task: HR Legal & HR procedure updates...

General Motors

HR Analyst

November 2012 - April 2015 (2 years 6 months)

Hanoi, Vietnam

Compensation & Benefits (Total Rewards)

- Support & perform payroll process, salary review & HR planning
- Review & improve C&B policy to reflect rapid changes in the workplace
- Prepare & submit salary surveys to HR consulting firms
- Implement and drive compulsory insurance policies & procedures aligned with Local processes and Vietnam Labor Law
- Register PIT deduction & support PIT finalization, set up C&B training on boarding program for new hires
- Cooperate with Global Data Management team to implement People Soft project effectively in General Motors Vietnam
- Monitor attendance records and process attendance information through local HR software
- Systemize, organize and monitor all employees' profiles (including filling personal files, preparing labor contracts for new hires and follow up with renew labor contracts or annex of labor contracts)
- Manage requests of leaves & employee leave reports, develop detailed project deliverables and work plans

Training & Development

- Follow up with new employees after a learning activity to integrate new skills and knowledge into their responsibilities
- Coach & supervise daily work of an HR intern and conduct regular performance reviews

Communications & Relations

- Maintain good relationship with clients (i.e. City's Tax Department, Social Insurance Department)
- Communicate as an internal liaison between GM's departments to resolve problems
- Enhance HR image by using clear, appropriate & professional communication

NVM Group

Payroll Associate

November 2011 - October 2012 (1 year)

Hanoi, Vietnam

- Conducted and delivered HR related service contracts to local corporate clients such as General Electric International, Inc; Sabic Innovative Plastic Pte, Ltd; Fuji Xerox Co., Ltd in Hanoi
- Reported directly to top manager at company's headquarter in Ho Chi Minh City
- Performed procedures on Health Insurance card, Social Insurance Book, Personal Income Tax issues; and deliver monthly, quarterly, annual reports to the Social Insurance Department, Tax Department, and the Department of Trade and Industry
- Uploaded legal updates and complete reports related to Payroll Services

Education

CFVG

Master of Business Administration (MBA), Business Administration, Management and Operations · (2012 - 2014)

National Economics University of Vietnam

Bachelor of Business Administration (BBA), Human Resources Management/ Personnel Administration, General · (2007 - 2011)