

## Contact

[www.linkedin.com/in/nickynguyen83](https://www.linkedin.com/in/nickynguyen83) (LinkedIn)

## Top Skills

Accounting

Team Management

Partner Relationship Management

# Nicky Nguyen

Head of HR

Ho Chi Minh City, Vietnam

## Summary

Actions speak louder than words

---

## Experience

CURIOOkids Vietnam

Head of HR

July 2022 - Present (2 years 9 months)

Ho Chi Minh City, Vietnam

- Provide Leadership, direction, expertise for full scope of HR – Tax accountant functions with responsibilities of Team Operation; Talent Acquisition; C&B; Legal Compliance
- Improve Employer Brand by developing, implementing with cross-function and supportive diversity to other teams
- Directed implementation of onboarding programs for new hired employees

FlowerStore Group

Accounting Human Resources Manager

March 2020 - December 2022 (2 years 10 months)

Ho Chi Minh City, Vietnam

- Provide Leadership, direction, expertise for full scope of HR – Tax accountant functions with full responsibilities: Operation; Talent Acquisition; C&B; Legal Compliance:
- Coordinating with Overseas BOD, BOM for strategy implementation
  - Acting as COO for Teams Performance & Assignment (500+ headcounts); Coordinating HODs for timely Coaching, Training & Evaluating to understand Staff's core value on task assignment
  - Managing VN Financial teams for Audit; Banking task (Loans Agreement, Charter Capital, SBV Report...) with Overseas CFO
  - Set up and implement HR Strategies according to Company's budget & Headcount
  - Managing the Admin & Operation team to overlook General Administration section of the Company to assure smooth admin services provided to the Company

- Improve the recruitment process and overall manage all recruitment activities; assure timely workforce for all vacancies and foreseen workforce demands.
- Focused on Company culture for identifying and selecting talented employees to grow organizational labor force, promoting employees annually.
- Develop and implement the standardize salary system; define a competitive remuneration structure
- Managing company expenses via review and approve per right request from Head of Depts for making payment orders via Bank
- Process monthly Payroll, Bonus, Compulsory Insurance, PIT for all staffs as well as handling Weekly Payroll Report to BOD; Investor
- Communicating Governments on Labor Report, Expat Submission, PIT Returns and Finalization, and other legal tasks
- Coordinating with Local Bank for legal paperwork (Charter capital; Loan agreement; Loan extension; Loan Report) at State Bank of Viet Nam (SBV) as well as monthly Bank Statement information

## TEKY ACADEMY

6 months

### Human Resources Manager

October 2019 - March 2020 (6 months)

Talent Acquisition and Employer Branding:

- Oversee the tech hiring in the organization;
- Provide and implement talent attraction and acquisition strategy in operations;
- Prepare and implement employer branding strategy to attract right talent and build Teky Culture as place where people love to work and proud of being a part of community.

Directed all Human Resources Function including Recruitment - Retention, Training - Development, on boarding and employee relation, Legality - Risk management

Responsible for Renting and Managing budget for Offices

### Human Resources Manager

October 2019 - 2020 (1 year)

Vietnam

### Mevita Berlin GmbH

Human Resources Legal Manager - Legal Representative

June 2017 - September 2019 (2 years 4 months)

Germany

Legal Representative for Study Abroad Consulting activities from 2018 to 2020  
Provide Leadership, direction, expertise for full scope of HR functions with full responsibilities: Admin – Recruitment – C&B – Legality  
Leverage HR Process within the business including performance management, C&B Planning and reward management, talented management  
Focus on identifying and selecting talented employees  
<https://www.northdata.de/meVita+-+Berlin+GmbH,+Berlin/Amtsgericht+Charlottenburg+%28Berlin%29+HRB+174094+B>

### Phat Hung Thinh JSC

Human Resources Manager & Trade Union Chairman  
November 2012 - September 2017 (4 years 11 months)  
Ho Chi Minh City, Vietnam

Trade Union Chairman of Labour Federation District 9, HCMC from 2014 - 2017

#### HRA Manager

Coordinating with HODs to plan and execute strategies for maximum engagement of HR capital

Coaching Employees regarding HR policies and procedures related to transfer, promotion, C&B, Legality

<https://phathungthinh.com/>

### MCNV - For health and development in South East Asia

Assistant Region Manager  
2006 - 2011 (5 years)  
Vietnam

### Medical School College

HRA Officer  
2005 - 2011 (6 years)  
Quang Tri, Vietnam

<http://truongytequangtri.edu.vn/>

---

## Education

University of Economics - The University of Danang  
Bachelor of Arts - BA, English Language and Literature/Letters