

Contact

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Top Skills

HR Consulting

Nonprofit Organizations

Communication

Nguyen Yen Ngoc

HR & Admin Manager

Binh Duong, Vietnam

Experience

Dewberry Furniture

9 years 6 months

HR & Admin Manager

June 2022 - Present (2 years 10 months)

Binh Duong, Vietnam

1-HR

- Manage recruitment and staffing: sourcing and selection of candidates, working contract, labor market benchmark ...
- Supervise daily HR operation: employee file updates, attendance report, HR KPI, employee relations ...
- Manage payroll administration and monthly regulatory declaration: social contributions, PIT ...
- Monitor labour regulation, HR best practices and propose evolution of internal policy
- Handle Health, Safety & Environment: PCCC training, environment report ...
- Participate in HR IT tools evolution
- Support other departments on dealing with HR matters

2- Admin

- Manage internal communication
- Manage relations with service suppliers: security company, bus transportation, car rental, canteen ...
- Update and maintain legal documentation (business license ...)
- Support BOD to meet local authorities

HR & Admin Officer

October 2015 - May 2022 (6 years 8 months)

Binh Duong, Vietnam

1.Human Resources

- o Control recruitment plan
- o Control personnel records
- o Labor contract control
- o Control training in accordance with the set goals

- o Timekeeping/salary calculation: Managing and performing daily attendance, overtime work and summarizing salary calculation, annual leave and monthly allowances if any
 - o Implement policies on social insurance, health insurance and unemployment insurance: Responsible for the increase and decrease of insurance, maternity and sickness benefits policies for employees in accordance with regulations. Make monthly, quarterly, and annual salary fund reports and report on monthly payment of social insurance salary funds
 - o Resolving HR related issues
2. Administrative work – General Department
- o Directly manage security and housekeeping teams
 - o Implement labor policies: measure the working environment, organize periodical health checks for employees
 - o Organize for employees to go on vacation and policies for employees according to company rules
 - o Directly resolve employee conflicts, questions and complaints
 - o And some administrative work
 - o Making reports and other tasks as requested by the company director

Education

HCM University Of Technology (HUTECH)

Bachelor's degree · (2010 - 2014)