

Contact

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Top Skills

Talent Management

International Recruitment

talent Aquisition

Nguyen Quynh

Nguyen Thi Quynh

Thanh Hoa, Thanh Hoa, Vietnam

Experience

Nghi Son Refinery and Petrochemical Limited Liability Company

7 years 8 months

HR Officer

April 2023 - Present (2 years)

Thanh Hoa, Vietnam

Human Resources Staff

August 2017 - Present (7 years 8 months)

Thanh Hoa, Vietnam

* Recruitment Tasks:

- Manage company's recruitment process including review, screen, and interview candidates for appropriateness of skills, experience, and knowledge in relation to position requirements, while gauging candidates' motivation for the position
- Do salary and package negotiation with the candidates and proceed the Job Offer, on-boarding process, labor contract preparation and probation assessment
- Build up resources for searching suitable candidates for Company's vacancies and make effective recruitment plan. Suggest and use multiple professional networking sites to identify and source candidates to enhance in-house recruitment
- Carry out the mass recruiting project such as Fresh Field Operators, and other transformation project for the refinery
- Work closely with Admin team to support the mobilization of foreign expert especially during Covid-19 Pandemic
- Formulate and implement other HR initiatives and projects as and when directed by the Manager and superior
- Control recruitment budget & cost spending, prepare the payment to the recruitment agency for successful candidates

* General tasks:

- Manage employee profile and workflow in the Portal and Stafflist
- Prepare HR reports for internal company departments, Sponsors and authorities

- Prepare labor contract renewal including re-negotiation on contractual terms and conditions
- Prepare labor contract appendix for changes in assignment or promotion
- In charge end of service and labor contract termination process for leaving employees (resignation, contract completion, secondees demobilization)
- Prepare and follow up to issue Internal Circular
- Prepare and follow up to issue Official Letters to Sponsors
- Prepare Testimonial letter and Certificate of Employment to employees
- Prepare & follow up with proposals for employee transfer, department organizational chart and other proposals related to benefits of employees
- Support budget team with annual budget planning for manpower

Marubeni Corporation

Assistant to QA/QC Manager

August 2016 - July 2017 (1 year)

- ✓ Translating technical document and other documents from the Client
- ✓ Supporting interpreting if required when meeting the client or subcontractors
- ✓ Managing in-coming & outgoing documents (letters, requests, vendor books, ...)
- ✓ Arranging meetings (Management Meetings, Contractors meeting), making MOM
- ✓ Arranging schedule for internal and external training
- ✓ Attending walkdowns and Audits at site, maintaining Punch lists, Consultant instructions and Non-Conformances and other relevant spreadsheets.
- ✓ Other tasks assigned by Leaders/Manager

JGCS Consortium

Human Resources Staff

March 2015 - August 2016 (1 year 6 months)

Thanh Hoa, Vietnam

C&B assistance:

- ✓ Monitoring the Performance Appraisal for the employees to evaluate work performance for consideration of contract extension, promotion, salary increment
- ✓ Controlling Annual leave for both Vietnamese and Foreign Staff
- ✓ Handle Dependents registration, collecting documents and updating the dependent list for Payroll team
- ✓ Register PIT code for employees and their dependents.

✓ Collecting timesheet, checking time attendance (normal working hours, OT and night shift)

in comparison with leave control, input data to master list for Payroll preparation

✓ Making salary final settlement for demobilizing employees

Recruitment assistance:

✓ Interview arrangements and interpreting for interviewers and candidates

✓ Prepare Labor Contract for newcomers and executing the Labor contract extension

✓ Support on-boarding arrangement and conduct HR Induction for newcomers

✓ Coordinate with Admin to update and check Home leave schedule for Foreign Employees

in compliance with their contract, Work permit and visa validity.

Other general tasks:

✓ Making notice, preparing certificate, collecting necessary document, and supporting for

demobilizing staff.

✓ Updating and filing other confidential documents

Position: Administration Staff – Correspondence Team (Mar 2015 - Dec 2015)

Assigned tasks:

✓ Handling in/out phone calls from subcontractors and related departments

✓ Setting up meeting room and meeting schedule, making meeting minutes

✓ Controlling official letters between Contractor and Subcontractors, circulating letters to

involved departments (both hard copies and email)

✓ Preparing and send Internal Circular to respective people as per the requirements from

the managers.

✓ Coordinating with post office and other express agents (Fedex, DHL,TNT) to receive and

send documents domestically and overseas

✓ Coordinating with Thanh Hoa Department of Communication and Information to prepare

Import License to do custom clearance

Education

Hanoi Foreign Trade University

Bachelor, International Economics · (2011 - 2015)

