

Contact

www.linkedin.com/in/nguyen-tra-my-b90bb311a (LinkedIn)

Nguyen Tra My

HR Manager
Vietnam

Experience

The International School @ ParkCity Hanoi (ISPH)
2 years 5 months

HR Manager
November 2022 - Present (2 years 5 months)
Hanoi, Hanoi, Vietnam

HR Manager
November 2022 - Present (2 years 5 months)
Hanoi, Hanoi, Vietnam

Systems Little House
Senior HR Officer
- November 2022

Systems Little House International Kindergarten
Senior HR Officer
May 2010 - November 2022 (12 years 7 months)
40 Tay Ho

- Assist / support staff in the implementation and coordination of human resources policies and practices
- Participate in employee relations activities within the System's Little House.
- Guide teachers and assist them with all stages and administrative aspects of work permit applications
- visa extensions
- Work with accountant to guide teachers and staff with all stages and administrative aspects of staff & teachers' PIT registration at Tax Department (*)
- Be responsible for doing insurance for Vietnamese staffs
- Assist director of SLH to complete all recruitment procedures. If required conduct interviews with each department head to recruit new staff members.
- Prepare labour contracts which are in line with SLH standards and in accordance with Vietnamese laws
- Maintain accurate records (CVs etc) of teachers & staff's profiles. Prepare regular reports to authorized government organizations as required.

- Be responsible for implementing personnel development/ manpower planning, including; Follow up on teacher references / Assist new teachers to adapt to living in Vietnam / assist with accommodation negotiations etc.
- Assist director to conduct staff appraisals.
- Make suggestions / proposals for staff training,
- Develop / update & maintain policies and procedures manual for all SLH activities ...
- Maintain and provide accurate records of hours worked / over-time hours of each department; support staff (S.G & Cleaners)
- Maintain accurate records of annual leave & sick leave of all full time staff]
- Support director, company to achieve approved retention strategy/ goals
- Be responsible for ordering stationery and purchasing furniture for school

ACET

1 year 10 months

Academic Admin Assistant

August 2009 - April 2010 (9 months)

31 Bich Cau

- Assist teachers with the preparation of lesson materials
- Set up audio-visual equipment for class
- Maintain master copy of all course materials and CD compilations
- Prepare class folder and class sets for first day of term
- Prepare and maintain final test
- Maintain teacher resources in easy to find sections clearly labeled and neatly stored
- Ability to control and categories all teaching resources
- Submit orders for and purchase all stationery and household products
- Make report of book store and send to Senior Academic Officer
- Provide course details to prospective students on the phone and face-to-face

Part time Librarian

July 2008 - July 2009 (1 year 1 month)

31 Bich Cau

- Help students choose materials suitable with their levels
- Help students access self-study website
- Co-ordinate with marketing staff to organize workshops for students such as summer lectures program, IELTS Seminar
- Support resources officer to develop or renew materials in a library
- Inform Finance supervisor if equipments in the library are broken such as CD walkman, compute, headphones

- Make a plan (3 months/ time) to renew or develop materials and send it to senior officer and finance supervisor
- Classify and maintain assets in the library
- Support teachers when they bring students to the library to search information

Education

Trường Đại học Bách Khoa Hà Nội

Bachelor's Degree, Business Administration and Management,
General · (2003 - 2009)