

Contact

www.linkedin.com/in/dhtnguyen
(LinkedIn)

Top Skills

Office Administration
Multi-task & Handle High-volume Workloads
Microsoft Office

Nguyễn Dư Hoàng Thanh

HR & Admin Assistant
Ho Chi Minh City, Vietnam

Summary

I am a dynamic and optimistic professional passionate about learning and supporting others. With four years of experience in Human Resources, including over two years specializing in talent acquisition, I have honed my skills in identifying and acquiring top-tier talent. Currently serving as an HR and admin Assistant, I am dedicated to contributing my expertise to creating positive workplace experiences.

My goal is to continuously grow and develop in the field of HR, aspiring to become a seasoned HR professional. Let's connect and collaborate to drive impactful HR initiatives together.

Experience

MANE

HR & Admin Assistant
June 2024 - Present (10 months)
Ho Chi Minh City, Vietnam

1. Employee Data Management:

- Manage employee data correctly, timely update/ correct information (both hard and soft records) effectively for internal and external reports
- Employee Annual Leave management on HRMS
- Coordinate with HR Service agency to transfer and update information timely and check all tasks relates to C&B they've done
- Handle reports to government authorities timely and accuracy

2. Employee Engagement

- Event organization : organize engagement activities to build up « Happy at Work » environment
- Support to build up and implement C&B policy, retainion program, caring program to create an attractive working environment to retain talents

3. Payment and Petty Cash Management

- Check expense claim report of staff to validate and send to Manager to approve to proceed payment

- Check payment request from staff
- Work with bank for all payment transactions with approval of HR & Admin Manager (transactions of expense payment & salary payment)
- Provide guideline to user to make claim report, check to ensure budget in line and get approval from Manager to validate the payment
- Close all the journals into Navision system monthly
- Scan all payment vouchers to HQ
- Handle Monthly report/ periodically report as timeline

4. Admin tasks

- Provide admin support to all colleagues when request
- Take care of staff for any need
- Manage well stationery and pantry, snack, coffee... to create good working environment
- Car arrangement
- Handle paper works for office
- Manage housekeeping of office to maintain & ensure office is always in good conditions for all working areas such as working space, meeting room, pantry, collaboration zones,...
- Other admin tasks

5. Other tasks assigned by HR & Admin Manager from time to time

DesignLab Architects & Designers

Human Resources Generalist

July 2023 - June 2024 (1 year)

Ho Chi Minh City Metropolitan Area

1. Recruitment:

- Led end-to-end recruitment processes.
- Collaborated with hiring managers to define job requirements and conducted thorough candidate assessments.
- Implemented effective onboarding programs to ensure smooth integration of new hires into the organization.

2. Labor Relations:

- Managed employee relations, fostering a positive work environment and addressing employee grievances or concerns.
- Developed and implemented policies and procedures to promote fair and equitable treatment of employees.
- Conducted investigations into employee complaints, ensuring prompt resolution and compliance with labor laws.
- Provided guidance to management on labor relations issues and acted as a liaison between employees and management.

3. Training and Development:

- Designed and delivered comprehensive training programs to enhance employee skills and knowledge.
- Identified training needs through performance evaluations and employee development plans.
- Implemented continuous learning initiatives, including workshops, seminars, and e-learning platforms.

4. Compensation and Benefits (C&B):

- Managed the design and administration of competitive compensation and benefits programs.
- Conducted market research to ensure competitive salary structures and benefit offerings.
- Developed and maintained HR policies related to compensation, such as salary scales and incentive programs.
- Administered employee benefits, including health insurance, retirement plans, and leave policies.

5. Payroll:

- Oversaw payroll processing, ensuring accuracy and compliance with legal requirements.
- Maintained employee records, including timesheets, leave balances, and tax-related documents.
- Collaborated with finance and accounting departments to ensure timely and accurate payroll disbursements.
- Managed payroll-related inquiries and resolved discrepancies in a timely manner.

Ajinomoto Vietnam

Recruitment Cum Compliance & Labor Relation Specialist

July 2021 - July 2023 (2 years 1 month)

Ho Chi Minh City Metropolitan Area

* Talent Acquisition & Employer Branding:

- Conduct full recruitment process for Corporate, Marketing, Sales & Production divisions (CV Screening, Phone Interview, Online/Face-to-face interview with Hiring Dept., Onboarding)
- Develop young talent pool through events with universities (Job Fairs, Workshops, Seminars, Internship Events, etc.)
- Manage database related to recruitment activities and candidates to ensure systematically organized information

- Research to develop proposal & master plan for Employer Branding initiatives
- In charge preparing offer letter, labor contracts, new employees' instructions & company policies for new comers.

* Employee Relations:

- Coordinate and collaborate to organize events such as Employee Conference, Teambuilding, Dialogue at workplace with different stakeholders
- Initiate Exit Survey & Exit Interview by researching and studying from different sources to propose suitable execution approach for the company
- Conduct survey to get more insights about employees' working experience with the aim to enhance employee engagement

* Recruitment management system development:

- Conduct research, discussion and clarify expectations with potential vendors to get proposal and quotation
- Make vendor evaluation and proposal to superiors, handle contract processing with vendor for official project kick-off
- Participate in workshops with vendor to build optimal customized system to reduce workload and enhance productivity
- Make user's guideline (document and video) for employees' convenient usage of the new system

* Others:

- Analyze current recruitment SOP and make adjustments to suit current situation
- Make and issue bilingual internal announcements
- Conduct on-the-job training for new comers and provide daily support

ERAI Asia - Your business partner in Asia

Recruitment Executive

March 2020 - July 2021 (1 year 5 months)

Ho Chi Minh City, Vietnam

- Implement and follow up the internal and external recruitment process
- Manage and update data of candidates to the ATS system
- Animate and develop the partner network (freelancer, universities, associations, etc.)

- Prepare training plan and support to organize the training
- Plan HR interview per quarter with each coworker
- Be responsible for internal engagement events (team building, workshops, etc.)
- Support to implement the HR strategy

UOB

Sales Administrator

September 2019 - February 2020 (6 months)

- Research and generate lists of potential customer.
- Processing all sales-related paperwork, daily reports.

Yamaken Apparel Ltd.

Human Resources Executive

March 2019 - August 2019 (6 months)

Vietnam

- Support of departmental representatives in HR questions
- Coordination of applicants, conduction of job interviews and preparation of following steps
- Introduction of new staffs into their work environment
- Support in the training process for new workers in the factory
- Conducting research monthly about worker performance
- Assistance in the employee evaluation and processing of employees' issues
- Maintaining a healthy communication system towards the employees

VUS - The English Center

Teaching Assistant

July 2017 - March 2019 (1 year 9 months)

Vietnam

- Work with the lead teacher to monitor the class schedule.
- Assist teachers with lesson preparation by getting materials ready and setting up equipment.
- Revise lesson material with students individually or in small groups.
- Ensure the classroom environment is safe and clean.
- Oversee students during non-classroom times including in-between classes, during lunch, and on field excursions.
- Collaborate with lead teachers to recognize issues students are facing and recommend solutions.
- Document student progress and communicate with parents to keep them informed.

- Help lead teachers to create lesson plans.
- Comply with state, school, and class rules and regulations.
- Attend all training classes, parent conferences, and faculty meetings.

Education

Andrews University

Master of Business Administration - MBA · (2019 - 2022)

University Of Economics Ho Chi Minh City

Human Resource Management Certification, Human Resources Management/
Personnel Administration, General · (2019 - 2019)

Foreign Trade University

Bachelor of Business Administration - BBA, International
Business · (2016 - 2019)

Foreign Trade University

Bachelor's degree, Business Administration and Management,
General · (2016 - 2019)