

Contact

www.linkedin.com/in/nguyen-van-aa4305180 (LinkedIn)

Top Skills

Sales

Communication

Strategic Planning

Nguyen Van

HR Manager at Eduvator JSC
Vietnam

Experience

Eduvator JSC

HR Manager

March 2022 - Present (3 years 1 month)

Ho Chi Minh City, Vietnam

Eduvator JSC

Human Resources Manager

March 2018 - 2020 (2 years)

Ho Chi Minh City, Vietnam

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Investigate employee issues and conflicts and brings them to resolution
- Maintain HR systems and processes
- Conduct performance and salary reviews
- Provide support and guidance to HR staff
- Design and implement employee retention strategies

Eduvator JSC

Recruitment Specialist

2016 - 2017 (1 year)

Ho Chi Minh City, Vietnam

- Developing and implementing recruitment strategies and procedures in alignment with the organization's objectives
- Writing and posting job descriptions on various platforms to attract qualified candidates
- Screening and shortlisting candidates based on established criteria
- Conducting initial interviews and coordinating follow-up interviews with team leaders
- Keeping up-to-date with the latest trends in recruitment and employment practices

IEG Group

Sales Specialist

2014 - 2015 (1 year)

Hanoi, Hanoi, Vietnam

- Actively seeking out new sales opportunities through cold calling, networking, and social media
- Negotiating contracts and agreements with potential clients
- Building and maintaining strong, long-lasting customer relationships
- Collaborating with other teams to identify and implement new sales strategies

Education

Foreign Trade University

International Business Economic, Business · (2010 - 2014)