

Contact

www.linkedin.com/in/hien-nguyen-710413185 (LinkedIn)

Top Skills

Microsoft Excel

Recruiting

Microsoft PowerPoint

Hien Nguyen

HR Business Partner at Triumph International (Vietnam)
Ho Chi Minh City, Vietnam

Experience

Triumph Group
HR Business Partner
April 2024 - Present (1 year)
Binh Duong, Vietnam

The Global Maker of Lingerie since 1886

MM Mega Market Vietnam
Senior Executive, Talent Acquisition
November 2021 - April 2024 (2 years 6 months)
Ho Chi Minh City, Vietnam

MM Mega Market, a member of the BJC Group Thailand, holds a leading position in the B2B supermarket sector in Vietnam. With a workforce of over 4,000 employees, MMVN serves both B2C and B2B customers and has become the preferred partner for professional customers in Vietnam, offering a wide variety of products and services to meet their diverse needs.

LOTTE Mart Vietnam
3 years 6 months

HR Supervisor (General Human Resources)
December 2019 - November 2021 (2 years)
Ho Chi Minh City, Vietnam

A HR Supervisor for Operations Unit which is led by the Senior HR Manager, will provides day to day HR operational support ensuring effective and timely execution of HR operations and will join other HR projects for entire 14 LOTTE Mart hyper-stores from time to time.

1. Recruitment:

- + Mainly in charge of recruitment for Supervisor and Floor Manager positions in HCM Area for Operations division
- + Reporting and make sure effective headcount vs effective cost/budget, review and update Org-chart, Job descriptions for positions under Operation division,

2. Employee Relations:

- + Participate in solving complex employee relations issues. Conducts effective, thorough and objective investigations
- + Running employees' lifecycle surveys (On-boarding, Engagement, Pulse survey, 360-degree feedback, and Off-boarding survey)
- + Coordinator for engagement activities, survey to find out which area need to be improved
- + Main in charge of company employee events with employee engagement team as HR and corporate plan to help boost employee morale and drive culture change (Year End Party, Staff Party, Christmas & New Year celebration,...).

3. Payroll processing:

- + Processing monthly SHUI & Timesheet for Store's staffs (HCMC Area) in support of the payroll subject matter expert.
- + Controlling labor contract and appendix (including renewing contracts)
- + Use LOSCO - HRIS system for payroll processing (Timesheet, social insurance and resignation procedures,...)

Talent Recruitment Executive (Management Trainee Program)

June 2018 - November 2019 (1 year 6 months)

- Collect the manpower requisitions from each division including replacements & new hire requests
- Searching and developing talent pool for specific positions (Head Office & Store Branches)
- Arranging interview and conducting the evaluation process with Business Leaders for the quality candidates to fulfill the current vacancies for stores/HO
- Making offer and preparing for new-comer on-boarding & welcoming
- Reporting and system support

Marriott International

Human Resources Intern - Renaissance Riverside Saigon Hotel

December 2017 - April 2018 (5 months)

Ho Chi Minh City, Vietnam

Renaissance Riverside Hotel Saigon, a 5-star hotel under the management of Marriott International - the world's largest hotel company

Education

University Of Finance and Marketing

Bachelor's degree, Business Administration and Management,
General · (2014 - 2018)