

Contact

www.linkedin.com/in/nguyen-thanh-3b933a80 (LinkedIn)

Top Skills

Microsoft Office
Customer Service
Microsoft Excel

Languages

English

Certifications

Certificate achievement from Sports and Recreation RMIT Vietnam for CLUB PRESIDENT
Certificate achievement about "BEST PERFORMANCE" from AIESEC VIETNAM
Certificate achievement from RMIT VIETNAM for Outstanding Student & Lead Training Programs

Project Management: Solving Common Project Problems

Organization Design

Strategic Human Resources

Fair and Effective Interviewing for Diversity and Inclusion

Nguyen Thanh

HR Business Partner Manager Commercial at Perfetti Van Melle Vietnam

Experience

Perfetti Van Melle

HR Business Partner Manager Commercial
May 2019 - Present (5 years 11 months)

Take a role as HR Partner for the Commercial Functions in

- Strategic Partner and Manpower Planning
 - o Add value to create a high performing organization by understanding the skills are needed in future & actively supports to source & develop
 - o Understand business knowledge, situation & challenges to links HR activities to function
 - o Work with business leader to propose, develop the yearly manpower planning and budgeting
- Recruitment and Selection:
 - o Organize, facilitate recruitment & selection process for all levels in functions
 - o Coordinate with partners within & outside the company to ensure effective & professional recruitment & selection process
- Training & Talent Development:
 - o Manage training: conduct TNA, prepare proper training plan & budget
 - o Collaborate with L&D team to source training providers, design & develop training programs with managers & trainers to implement & integrated way that links to performance
 - o Ensure competency frameworks for target group of Sales teams are built, assessed, followed up
- Compensation Management:
 - o Analyze & propose compensation & benefits strategies/policies to establish competitive programs
 - o Collaborate with C&B to propose employees of benefits programs
 - o Prepared detailed job descriptions & classification systems and define job levels & families
 - o Manage overall labor cost of assigned function

- Industrial Relation:

- o Deliver the consultancy service in Labor law and regulation applications to managers and staffs to establish and maintain a good discipline and working environment at all sites
- o Update and coach line managers with best practice in people management via HR interventions
- o Handle the complaints, disciplinary breaches, to sustain the compliance of law

- Daily operation:

- o Prepare the frequent reports for top management inputs & Implement other tasks in HR Operation for assigned function
- o Special projects and providing the Functional people related solutions:

Marico Limited

3 years 6 months

HR Sales Manager

April 2018 - August 2018 (5 months)

HCMC, Vietnam

- Sales Recruitment:

- o Recruit vacancies to ensure yearly headcount plan and stabilize a smooth organizational structure of business (Including Sales Man/Sales Sup/ASM/RSM – GT & MT Channel / Trade marketing)
- o Manage hiring process to make sure the quality of selected members to meet the company's standards
- o Collaborate and track Sales Force Recruitment by Third Party for SR GT & PG MT
- o Analyze the Attrition Rate and initiate actions to minimize negative impacts cross Sales Function

- Sales Performance Management:

- o Track & analyze monthly sales incentive scheme / Sales KPIs to drive member's performance
- o Measure the Sales working dates by HR indicators to ensure that Sales force is on field / on routes
- o Create and manage the sales motivation programs / sales awards to acquire and maintain the stability of sales force achieving high performance
- o Communicate effectively with employees to delivery deep understanding about operational restructures and changes as well as company benefit, manage the employee relationship to maintain a motivated workforce and positive organization.

- o Enhance employee engagement by facilitating team-building programs, mediating employee relations as well as responding to Sales Team
- Sales Training:
 - o Collaborate with Sales Capability team to develop yearly training calendar in accordance with TNA to ensure training courses to be carried out on time and well-prepared

Senior HR Supervisor cum Sales Capability Project

April 2017 - March 2018 (1 year)

Ho Chi Minh, Viet Nam

- Work in collaboration with Sales team to identify and develop more effective sales processes, as well as to implement regional training programs for relevant people with proper localization and customization.
- Manage, develop, and implement the annual capability development plan for all levels across Sales Department.
- Own the Sales On-boarding process and implementation, to assure all newcomers receive the relevant on-boarding before and while handling the new role.
- Enhance discipline and effectiveness by standardizing working process of salesman/supervisor/area manager/regional manager, conducting the training, and monitoring the compliance.
- Work with Sales Capability team to develop and implement Selling story & Training video to train and motivate every Salesman to win at every store
- Participate in Key Projects of Sales Department: Sales Representatives in & out Simplification process, Retain & Development, DMS project.
- Monitor & Control Training plan/Training budget of online & on class training to implement to Sales Team
- Develop Sales Reward & Recognition Program to motive high performers, to enhance sales force satisfaction

HR Supervisor Sales & Marketing Partner

October 2016 - March 2017 (6 months)

(Acting as a contact point to provide Human Resources service to sales team in all below manners to ensure the efficiency and effectiveness of Business)

- Liaise with Sales Managers to identify the human capital activities such as HR policy, workforce planning, recruitment, employee relations
- Deploy HR initiatives that support the business strategy, and effectively translate the broader company strategies.
- Consult the Sales Managers and employees on human capital aspects in timely and consistently
- Coordinate for training and learning activities within the functions

- Organize team building activities to promote corporate culture and motivational working environment.
- Involve in other HR projects or tasks as required.

Human Resources Supervisor

March 2015 - September 2016 (1 year 7 months)

HCMC, Vietnam

- Recruitment:
 - o Collaborate with Resourcing Manager to develop & deploy recruitment process to select right talent
 - o Ensure performance framework processes are communicated & deployed effectively & smoothly
 - o Interview & select candidate of Non-Management & Middle Management levels cross functions
 - o Organize campus & recruitment activities to build employer branding for Marico SEA
- Learning & Development:
 - o Work with L&D Manager to carry out employee Training Need Analysis
 - o Design, propose & deploy courses based on Training Plan in accordance with company & members
- Performance Management:
 - o Lead the implementation of Performance management cross levels & functions
 - o Ensure performance framework processes are communicated & deployed effectively & smoothly
- External Relation:
 - o Organize Company's event as Organizer / MC: New Year Conference, Team building, etc
 - o Leading Management Trainee Program for Marico SEA
 - o Leading internal and external Employee Effectiveness Survey

Johnson & Johnson

Graduate Management Trainee

April 2014 - February 2015 (11 months)

HCMC, Vietnam

Management Trainee – Johnson & Johnson Vietnam