## Contact

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# Nguyen Thi Bich Ngoc

Senior HR Consultant at TalentNet Corporation
Vietnam

## Experience

TalentNet Corporation
Senior HR Consultant
March 2011 - Present (14 years 1 month)
Ha Noi

Working in Payroll and Outsourcing Service team:

1. Process/ Function of HR payroll

• Be accountable for processing payroll and benefit administration for clients
• Counsel clients for HR policies, procedures and employment laws
• Prepare monthly payroll statement and related quarterly and year-end reports exactly and in a timely manner
• Answer inquires from clients and client's employees
• Calculate, declare and clean personal income tax
• Process terminations and severance payments for client's employees
• Investigate and bring to resolution of customer's question
• Perform other administrative duties such as: extend visas, process to get work permit for experts, register social insurance code, personal income tax code…
• Recruitment activity as customer's request

2. Accountability:

a, Finance:
- Be responsible for target set for self
- Support the team to achieve the set target
- Follow up payment of customers when required
b, Business development and customer services
- Build and maintain strong relationship with client by providing quality services

Special project:

Play key role in HR Onsite Service for Emerson Network Power – Embedded Power Viet Nam Ltd, in Trang Due Industrial Park, An Duong District, Hai Phong City from 01st April, 2011 to 30th June, 2011

The scope of service relating to:

# To set up HR procedures and policies when company move to new location
# Support to recruitment staffs and workers
# Payroll and benefit management
# Training and development in term of orientation and arrangement paper work for new joiners

Result:

# Run smoothly salary system
# Review salary scale, labor regulation and submitted to DOLISA Hai Phong
# Recruited 200 workers to full-fill 5 new lines
# Training orientation program and sign labor contract

## Canon Viet Nam
HR Staff
March 2007 - November 2010 (3 years 9 months)
Thang Long Industrial Park, Dong Anh District, Ha Noi, Viet Nam

1. Labor contract management and training orientation program

• Manage and control all labor contract of employees
• Making presentation of orientation program for all new employees to explain the overview of the company, the company rule and policies…
• On behalf of HR Manager to solve contract end cases

2. Calculating salary and PIT

a, Salary:

• Collecting attendance and overtime record from other departments
• Settle un-used annual leave day, welfare, allowance…
• Calculating salary for all employees of 3 factories
• Processing bank transfer

• Issue pay-slip and transfer to Dept Manager for delivery
• Reporting to Accounting Department about salary expense of each department

b, PIT:

• Basing on salary table, making PIT report to submit to authority
• Register PIT code for employees
• Guild and register dependant for employees
• PIT finalization for employee if any

3. Social Insurance management

• Register to issue new social insurance book for new employees
• Register to issue new medical insurance cards or extend old cards or change information on the old cards
• Every month, making Social Insurance Report to explain any change in the company's headcount relating to SI contribution of both employee and employer to authority
• Making the list attached to evidence such as sick certification, maternity leave evidence… submitting to authority to claim SI benefit for employees
• Closing SI books for resignation or termination cases
• Explaining the SI benefit for left employees

4. Bonus, allowance and salary review

• Two time per year, base on evaluating of Department Manager submitted to HR Dept to calculate Tet bonus and Summer bonus for employees
• Corporate with department to review Allowance and Salary for all grade

5. Recruitment:

• Posting jobs in the website or information board of company or Industrial Park
• Collect, screen CV and contact candidate for interview
• Arrange interview: time, place, person in charge…

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