

## Contact

maihuong1107.hr@gmail.com

[www.linkedin.com/in/nguyen-thi-mai-huong](https://www.linkedin.com/in/nguyen-thi-mai-huong) (LinkedIn)

## Top Skills

Operations Management

Analytical Skills

Headhunt

## Certifications

Generative AI in HR

Critical Thinking

Strategic Human Resources

The 7 Habits of Highly Effective People

English for Business and Entrepreneurship MOOC

# Nguyen Thi Mai Huong

HRBP | L&OD | HR | Talent Management | Culture

Ho Chi Minh City, Vietnam

## Summary

- Summary: Over 8 years of experience as a human resources professional, including over 3 years of leadership in various industries, including construction, manufacturing, non-life insurance, and retail. Proficient in HR Operations, Recruitment, Learning & Organization Development, Performance Review and Competency Assessment, Talent Management and Culture. Discipline – Responsibility – Progressive - Positive is a guideline for me to strive to work every day and develop myself. I want to devote my knowledge, experiences, skills, and initiatives to create business values and contribute to spreading values to everyone.

- Goal: Overcome my limits, face new challenges, and accumulate knowledge and experiences to become a Professional Human Resource Manager, HR Expert, and an effective, strong strategic partner of the business. I'm one of the leaders who aim to deliver added value in human capital management for companies I work with. The objective is to enhance one's self-worth continuously.

- Key Competencies:

- \* Build and operate the HR Department to ensure legal regulations, and align to achieve organizational goals
- \* Human Resources Management Expertise: Talent Acquisition and Recruitment; Learning and Organization Development; Compensation, Benefits, and Welfare
- \* Law Proficiency: Labor Law, Law on Social Insurance; Law on Health Insurance; and Law on Occupational Safety and Health
- \* Leadership Competence & Team Development
- \* Consultative Advisory Capability
- \* Project Management
- \* HR Strategy
- \* Performance Review and Competency Assessment
- \* Utilizing Applied Technology for Human Resources Operations

## Experience

VINA GROUP - Đối tác nhân sự hàng đầu Việt Nam

HR Manager

June 2024 - Present (10 months)

Việt Nam

Vina Group is a Human Resources management practice that provides a comprehensive range of Human Resources Solutions for businesses in Vietnam. With our experienced specialists, we aspire to accompany and support Enterprises to make optimal use of human resources, connect talents, and help candidates realize their dream of work.

I am primarily responsible for executing the following services:

- Headhunting Service
- HR Service
- Operation Procedures

My work email: [huong.ntm@vina-group.vn](mailto:huong.ntm@vina-group.vn)

Visit Our Website

[vina-group.vn](http://vina-group.vn)

[viectop.com.vn](http://viectop.com.vn)

Công ty Cổ phần Tập đoàn bán lẻ Ba Miền

HR Leader

May 2023 - May 2024 (1 year 1 month)

Ho Chi Minh City, Vietnam

- Managed roles and responsibilities for all functions in HR Operations and coverage includes Compensation and Benefits, Employee & Labor Relations
- Collaborated with BOD and relevant departments to develop internal culture and improve internal collaboration to achieve individual, departmental, and organizational goals, including building culture, workflows, and SOP (Standard Operating Procedure)
- Built and implemented framework, process, tool, template, and data to develop and manage activities of L&D: Internal and External. External: training on products, sales tools, and basic sales skills for the nationwide post office. Advice on training strategies, training plans, and launching programs to build a high-performance workforce aligned with the company's strategy. Built the

six disciplines (6Ds) of breakthrough learning to turn training and development into business results

- Managed activities of HR Strategic Planning and Organizational Effectiveness and Development Initiatives

- Mastering in utilizing AI capabilities in HR to minimize waste and increase work efficiency: Applications in Admin, L&D, TA, and Internal Communication

### Tổng công ty Cổ phần Bảo hiểm Bưu điện - PTI

4 years 3 months

Deputy Manager of Human Resource (Branch: PTI Sai Gon)

January 2022 - May 2023 (1 year 5 months)

Ho Chi Minh City, Vietnam

- Managed role and responsibility in HR Administration and Operations.

Coverage includes Compensation and Benefits, Employee & Labor Relations

- Learning & Development

- Performance Review and Competency Assessment

- Organizational Effectiveness & Development

- Talent Acquisition

- Talent Management

Learning and Organization Development Specialist | Team Leader  
(Branch: PTI Sai Gon)

March 2019 - January 2022 (2 years 11 months)

Ho Chi Minh City

- Learning & Development

- Performance Review and Competency Assessment

- HR Strategic Planning and Organizational Effectiveness and Development

- Talent Acquisition

- Employee Engagement, Retention, and Internal Communication

➤ Personal Achievements: Best Employee Award 2019; Certificate of applied/ work improvement innovation in 2019, 2021; An excellent employee was chosen to participate in a study and travel trip in Japan in 2019. Outstanding performance in talent management, training and organizational culture, acknowledged by the Board of Directors in 2019, 2020, 2021, 2022. Led and organized all internal events that received excellent service ratings from 90% or more employees. Promoted Deputy Manager of Human Resources Position

### DAI DONG TIEN CORPORATION

Recruiter Executive | Human Resources Development Specialist

May 2017 - March 2019 (1 year 11 months)

### 1. Recruitment

- Built brand recruitment, planned and implemented content management on recruitment channels
- Created resources and supported the recruitment of Mass positions for Sales and Production - Company logistics
- Receiving demand and analyzing recruitment needs
- Made plans and deployed recruitment plans
- Updated, managed, and developed accurate recruitment data sources
- Interviewed, evaluated candidates, and made decisions with the Team Leader
- Organized recruitment events for the company through festival recruitment at job introduction schools/centers in the city and surrounding areas

### 2. Internal Communication

- Proposed an internal communication model and implement it according to the 4D model
- Edited content, manage, and implement it according to the 4D model
- Edited content, manage and develop Internet channels
- Planed, edited content, deployed design printing, released periodically 1/1 quarter. (1 year implementing 4 numbers)
- Project management, and initiative ideas, submit, organize, deploy, manage budgets, and implementation of cultural programs, and events according to the year of culture and strategy of Dai Dong Tien
- Advised the Director and CEO on the concept, frame plan, and deploy cultural construction for Dai Dong Tien
- Managed and censored all design publications released from the Human Resources Division
- Developed and proposed the central budget plan in month/quarter/year

### 3. Learning & Development

- Received, analyze, and identify training needs from divisions/departments
- Planned and monitored the integration training process for recruits; quality evaluation after training; Gathered employees' opinions about the company's cultural integration program
- Supported other jobs to build material: build material for sale and Train The Trainer
- Coordinated with departments to participate in planning and organizing the training program for sales

June 2016 - May 2017 (1 year)

Ho Chi Minh City

1. HR Generalist: Recruitment; Staffing; Training; Compensation; Benefits; Employee Relations
2. Admin and Internal Communication

Cty CP SX TM XNK Viễn Thông A

Internal Communications and Organization Development Intern

2015 - 2016 (1 year)

Ho Chi Minh City, Vietnam

Internship: Internal Communications and Organization Development

1. Internal Communication & Organization development
2. Mass Recruitment: Sales and Cashier Position

---

## Education

Vietnam Aviation Academy

Bachelor's, Business Administration and Management, General · (2012 - 2016)

University Of Economics Ho Chi Minh City (A.S.K)

Certificate, HR Specialist · (2015 - 2015)