

Người liên hệ

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Kỹ năng hàng đầu

Management

Team Leadership

Time Management

Nguyen Thi Thu Thuy

Nguyễn Thị Thu Thủy - Chuyên viên nhân sự cấp cao
Vietnam

Kinh nghiệm

Công ty TNHH Nhà Hàng Eon51

HR Manager

September 2018 - Present (6 years 7 months)

Bitexco

Luxasia

Senior HR Specialist

July 2016 - September 2018 (2 years 3 months)

Vietnam

- Payroll management :

- Process payroll (calculate, reconcile, prepare for bank transfer, distribute payslip) timely, accurately, and compliantly.
- Answer payroll questions from employees and produce payroll reports when requested by direct supervisor or HR Manager.
- Analyse and propose benefit/compensation review to ensure these are abreast with the market for employee retention.
- Give good advice on salary & benefit proposal for new hire with analysis and comparison to ensure internal equity and market competition

- Training & Recruitment:

- Conduct Training needs analysis and ensure all training courses are implemented according to approved proposal.
- Conduct orientation training for new comer and coordinate with other departments to provide requested sessions to ensure new comer have all necessary information to adapt quickly to the new environment.
- Search, propose and develop effective recruitment channels for both online & offline channels to meet recruitment requirements within approved budget and deadline.
- Interview arrangement and conduct interview.
- Design training for HR Recruiters and other departments in Company.

- Employee Relations:

- Help employees understand their rights while also protecting employer interests.
- Participate in settling disputes among employees and between employees and managers.
- Ensure employees to be updated with latest HR policy & procedure through different channels: email, paper copy, notice board etc..
- Other HR and Administration areas
 - Prepare yearly HR budget with accurate & timing consolidation with Finance.
 - Coordinate administration service to provide good assistance to employees.
 - Other tasks or responsibilities as assigned by HR Manager.

SD PHARMA

Human Resources Executive

April 2014 - June 2016 (2 years 3 months)

Vietnam

- C&B :
 - To prepare payroll and proceed approved payment to employees.
 - To handle all issues related to compulsory Social Insurance, Health Insurance, Unemployment Insurance.
 - To handle all issues related to Healthcare/Accident Insurance for employees.
 - To calculate, declare and finalize Personal Income Tax ("PIT") for employees
- Training & Recruitment:
 - Search, propose and develop effective recruitment channels for both online & offline channels to meet recruitment requirements within approved budget and deadline.
 - Interview arrangement and conduct interview with line manager.
 - Design training for HR Recruiters and other departments in Company.
- Employee Relations:
 - To manage the Employment Contracts by and between the Company and employees.
 - Update all laws and regulations related to labor, benefits and duties of employees.
 - Manage employees profile, always keep info most- updated.
 - Providing advice and guidance to managers on operational HR issues.
 - Developing HR policy and procedures in line with employment law and best practice.
 - Handle on Organizing company events.
 - Maintains department schedule by maintaining calendars for department personnel, arranging meetings, conferences and travel.

- Prepare reports by collecting information.
- To prepare, approve, sign and seal agreements leases, legal forms and other official documents on the company's behalf, when authorised by the board of the directors or the executive responsible.
- Other tasks or responsibilities as assigned by HR Manager.

Trình độ học vấn

Luxasia

Certificate from Victor burrill program Director, Statagic Thinking & Problem Solving Skills · (2017 - 2017)

Pace

CERTIFICATION, Human Resources Management · (2017 - 2017)

Luxasia

Certificate from Victor burrill program Director, Building And Leading High - Performing Team

University of Labour Social Affairs

Bachelor's degree, Human Resources Management/Personnel Administration, General · (2010 - 2014)

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