

Contact

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Top Skills

Problem Solving

Time Management

Human Resources (HR)

Nguyen Vy

HR Admin

Ho Chi Minh City, Vietnam

Experience

OnPoint E-commerce

HR Admin Executive

December 2022 - Present (2 years 4 months)

Ho Chi Minh City, Vietnam

1. Office Management

- Managed general office operations, including equipment and facility maintenance, office decoration, and supply management.
 - Supervised HR operations service providers (stationery, transportation, daily food, parking).
- Implemented payment procedures and collaborated with accounting for timely supplier payments.
- Updated forecasts and monitored budgets for general cost management.

2. Employee Engagement Activities

- Procured resources for event activities, negotiated contracts with partners.
- Organized internal events, ensuring compliance with agendas.

3. Office Expanding/Renovation Projects

- Managed purchasing for interior construction projects, handled contracts and payments.
- Supervised projects, ensuring timely completion.

Education

University of Economics and Law

· (2019 - 2023)