

Contact

www.linkedin.com/in/ly-nguyen-89a452b (LinkedIn)
www.firstalliances.net (Company)
www.tnk-bp.com (Company)

Top Skills

Recruiting
HR Consulting
Recruitment Advertising

Languages

English (Professional Working)

Ly Nguyen

HR Advisor
Vietnam

Summary

- # Working experience in external and internal HR
- # Continuously working in engineering, technical related environment
- # Customer service oriented
- # Good communication and interpersonal skills
- # Established ability to deal with people of different backgrounds and levels
- # Independent, team-work and knowledge-sharing spirit

Experience

JSC Zarubezhneft

HR Advisor

October 2011 - Present (13 years 6 months)

HCMC, Vietnam

The Company started its business in Vietnam in 1989 with BP (British Petroleum) as the first investor/operator until the ownership/operatorship were transferred to TNK-BP in October 2011, to Rosneft in March 2013 as a result of business divestment and acquisition.

In September 2021, Zarubezhneft became the new owner – holding 35% shares and Operatorship of Block 06.1, and 32.67% shares in the Nam Con Son Pipeline

First Alliances

Senior Recruitment Consultant

January 2008 - September 2011 (3 years 9 months)

In charge of recruitment for Industrial (Electrical, Automation, Electronics, HVAC, Automotive)

- Makes service calls to clients to achieve targeted placement revenue budget. Effectively presents First Alliance profile, features and benefits of First Alliances' recruitment process during client visits

- Work with client companies, find out about their business, their culture, their current and future recruitment needs, and to develop a loyal and powerful relationship with them.
- Attract candidates by networking, headhunting and through referrals
- Gathers and elicits details of job requirement from the clients to facilitate effective recruitment drive
- Searches, screens and selecting qualified CVs for each Job Vacancy through all channels. Conducts the interview and assess candidates through available Assessment Tools to ensure qualified shortlist for client; following with (and on case basis) reference checks that defined in the SOP
- Prepares shortlist of qualified CVs and submit to clients or proposes them to clients for prospect interview. Follows through via tele-call after each client's interview with both clients and all interviewed candidates to provide prompt assistance and/or consultancy
- Counsels clients in making offer decision, provides administrative supports (Letter Offer preparation and issue) to clients when needed. Ensure the Pro-Forma Invoices input with accuracy and in timely manner.
- Develop business contacts to enhance First Alliance's community image
- Partly involve in reminding and collecting payments, especially outstanding cases
- Provides counseling when needed to assure candidates' good performance and clients' satisfaction
- Resolve problems and complaints from candidates or clients in an effective and timely manner
- Coaching new consultants of team about SOP, Recruitment process, soft skills, Service Agreement, etc

HSBC

Teller

November 2007 - January 2008 (3 months)

Performing banking daily transaction

Education

HCMC University of Foreign Languages and Information Technology

Bachelor, International Business Administration · (2003 - 2007)