

## Contact

nga.nguyenthanh@gameloft.com

[www.linkedin.com/in/ngnga](http://www.linkedin.com/in/ngnga)  
(LinkedIn)

## Top Skills

Human Resources  
HR Policies  
Employee Relations

# Nguyen Nga

HR Manager at Gameloft Hanoi  
Vietnam

## Summary

A passionate Human Resources Manager in developing people, building company culture & organization.

## Experience

Gameloft South-East Asia  
HR Manager  
2011 - Present (14 years)  
Ha Noi

- Be responsible for all HR matters of Gameloft HAN: Recruitment & Talent Acquisition, Training & Development, Compensation & Benefit, Communication & Working Environment, annual Budget planning & management.
- Focus in strengthening organization, developing & retaining talents, building fun, engaged, transparent working environment & culture together with Studio Management. Give advice and solutions to top management and department heads on HR matters, resource development and organization to help managers to lead and manage their teams better.
- Build & develop professional external networks to promote company branding & to create wide hiring resource pools. Implement market researches & SWOT analysis to review Company's competitiveness.

Tat Hong Holdings Ltd  
HR & Admin Manager  
2005 - 2011 (6 years)

In charge of Hanoi Branch operation:

- Human Resource Management: Human Resource Strategies & Development Plans. Developing and implementing HR policies, procedures and the best practices in company. Provide timely and professional HR advice to BOD.
- Office Management: Overall responsibility to ensure the efficient and smooth functioning of all administrative areas in the organization. Conduct inspections and audits to ensure compliance with company policies on corporate governance, code of business ethics, internal controls and line of authority, occupational health & safety, environmental and social responsibilities.

- Cost Management: Operating management within the tight financial disciplines imposed by ambitious budgets. Cost conscious & optimizing as evaluating and using cost effectiveness of specific and completing tasks.

### Jurong Engineering Limited

Project Coordinator

2002 - 2004 (2 years)

Vietnam

- Representative Office administration.
- Project Coordination tasks: bidding document, project payment & finalization, expat administration procedure & PIT, project meeting & interpretation.

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## Education

Hanoi Commercial University

B.A of Foreign Trade · (1998 - 2002)