

Contact

www.linkedin.com/in/nguyen-thi-hong-van-0aa632177 (LinkedIn)

Top Skills

SmartRecruiters

Microsoft Office

Nguyen Thi Hong Van

HR Manager: Total Rewards, HRIS, HR Analyst, HR Operations
Ho Chi Minh City, Vietnam

Experience

Ahamove

4 years 3 months

HR Manager

March 2023 - Present (2 years 1 month)

- Design and deliver HR processes and programs for all HR function such as: HRBP, performance management, employee compensation & benefits, career development, employees engagement.
- Manage office administration, including facilities management and efficient working environment.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.

Assistant Manager Human Resources

January 2021 - Present (4 years 3 months)

HCM

- Supervise payroll processing to check & verify payroll calculations, confirming all payments are accurate and comply with company regulations and legal requirements;
- Build, delay & improve a comprehensive and competitive salary, bonus, performance pay, salary review, welfare system;
- Design a 3P's salary structure (Position, Person, Performance) suitable for each position group; Design KPIs metric for all departments of company (75% of employees have KPI's metric and commission from KPIs);
- Research and propose benefit packages to attract, retain and motivate employees;
- Manage budget and personnel costs, ensuring compliance with approved budget;
- Build up yearly performance management flow : Performance appraisal, performance management and scheme to rewards for high level & employees;
- Build & adjust new features for HR System, be in charge of JE project;
- In charge of developing, build up HR dashboards such as: HR cost, productivity, others indicator related to HR function;
- Manage up to claim and pay allowances from Social Insurance , Healthcare insurance for employees;

- Ensure accurate and timely PIT withholdings and finalizations, in accordance with PIT law, and manage the issuance of PIT certificates;
- Follow up & manage others HR function team such as: HRBP, Employees experience, Admin & IT Helpdesk;

GiaoHangNhanh (GHN)

C&B Supervisor at Scommerce

March 2019 - Present (6 years 1 month)

Vietnam

- Check and ensure accuracy of all information relating to Compensation and Benefit of monthly new employees, job titles adjustment and appointment decisions which are updated into HRM system by Payroll Executive;
- Create and manage benefits programs, enhance offerings for back office, sales and operations;
- Lead the design, implementation, and management of competitive and equitable compensation programs, including base pay, incentives, and bonuses;
- Analyse data, prepare reports, and assist in budgeting;
- Be in charge for staffcost control and making staffcost yearly budget;
- Coordinate with project team to build HR System for company;
- In charge of preparing all announcements related to C&B and update internal process (if any);
- Co-ordinate with other department to consult/ support internal clients or review and update C&B's policies;
- Review, implement and enforce policies related to C&B from Office, Operations;
- Analyst salary data of titles such as: wages, KPIs, Allowanes..., reivew and make solution for payment;
- Planning personal cost by quarter or request. • Make the monthly reports for line managers.

Scommerce

Team Lead

March 2017 - Present (8 years 1 month)
