

Contact

www.linkedin.com/in/hoangnguyen1607 (LinkedIn)

Top Skills

Human Resources
HR Business Partnering
Talent Management

Languages

Vietnamese (Native or Bilingual)
English (Full Professional)

Certifications

Behavioral Finance
Foundations of Business Intelligence
Google Data Analytics
Google Digital Marketing & E-commerce
Corporate Strategy

Hoang Nguyen

HR Business Partner
Ho Chi Minh City, Vietnam

Summary

Senior Human Resources Executive

Experience

Otto International
HR Lead
May 2024 - Present (11 months)
Ho Chi Minh City, Vietnam

PAVE
HR Business Partner
July 2022 - May 2024 (1 year 11 months)
Ho Chi Minh City, Vietnam

Worked with stakeholders on HR budgeting, workforce planning, succession planning and resource monitoring.

Acted as an advisor on HR policies and processes.

Identified emerging issues and counselled the management team on any changes that could impact the business.

Provided input and recommendations for the planning and implementation of programmes and solutions.

Worked with the management team to improve work relationships and nurture a positive work environment.

Managed the full-cycle recruitment.

Sourced and interviewed candidates.

Onboarded and organised induction for newcomers.

Developed and executed training and development plans.

Provided guidance during the performance review of team members.

Titan Technology Corporation
Senior HR Executive
January 2018 - June 2022 (4 years 6 months)
Ho Chi Minh City, Vietnam

Partnered with hiring managers to understand hiring needs and develop hiring plans and recruitment budgets.

Built up new programmes to accelerate the hiring process and enhance the employer brand.

Sourced and interviewed candidates.

Onboarded and conducted orientation for newcomers.

Identified training needs and organised training courses.

Evaluated the effectiveness of training programmes.

Organised and monitored the performance appraisal process.

Created workflows and wrote standard operating procedures and guidelines.

Monitored the operations of company policies and procedures.

Organised internal events, activities and job fairs.

MD24 House Call

HR Executive

November 2016 - November 2017 (1 year 1 month)

Ho Chi Minh City, Vietnam

Partnered with hiring managers to understand hiring needs.

Sourced and interviewed candidates.

Onboarded and conducted orientation for newcomers.

Organised training courses.

Created workflows and wrote standard operating procedures and guidelines.

Responded to employee concerns about company regulations, attendance and leave.

JobStreet Vietnam

Account Manager (Intern)

July 2016 - October 2016 (4 months)

Ho Chi Minh City, Vietnam

Promoted the company's services to new and existing customers.

Processed paperwork for successful sales agreements.

Worked with customers to understand the hiring needs and handled other enquiries.

Education

University of Sunderland

Bachelor's degree, Business Management · (August 2016)