

Contact

www.linkedin.com/in/ngoc-nguyen-awaydigital (LinkedIn)

Top Skills

Teamwork

Time Management

Microsoft Office

Nguyen Hong Ngoc

HR Executive at Away Digital
Vietnam

Summary

I am a Business Administration (Major in HR) graduate of Huflit University with 2 years in recruitment service, passionate worker who is highly adaptive and thrive under pressure, bringing excellent communication, problem-solving, and teamwork abilities, learning quickly and work well in new environment.

I am eager to learn and develop my career from a high-performing, successful team, with professional working environment and clear work orientation, in line with the development orientation of the company.

Presently looking for Talent Acquisition or Recruitment position.

Experience

Away Digital

HR Executive

December 2020 - Present (4 years 4 months)

Ho Chi Minh City, Vietnam

Recruitment:

- Handling recruitment process to hire the best suitable talent employees
- Creating a pool of candidates through recruiting activities, social networking, community organizations, fan page and media channels.
- Proceeding with the identification of potential candidates through screening and interviewing of the pool of applicants.
- Building up and maintaining good relationship with universities to support for recruiting activities
- Updating information about recruitment trend, techniques to propose improvement for recruiting process.
- Arrange all docs needed to welcome newcomer/ exit interview for employees

Training:

- Build up and implement orientation training
- Coordinate & set up training course as department request

Navigos Search

Recruiter

August 2018 - September 2020 (2 years 2 months)

- Coordinate potential candidates through online channels (e.g. social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments and in-person
- Arrange interviews for candidate with Hiring Manager/Client;
- Search & approach potential candidates from many sources as well as by networking and through referral sources.
- Prepare shortlist of prospective candidates based on client's requirements.
- Support the candidate during the whole recruitment process.
- Following up on the on-board process.
- Following up probation period of new employees.
- Market mapping by searching candidate profiles and companies in Industry

VNG Corporation

Tele consultant

September 2016 - September 2018 (2 years 1 month)

Vietnam

- Approach potential customers provided first to advise and persuade them to use the service
- Maintain and keep relationship on the list of existing customers (those who are using production products) determined by the company, to convince them to convert to users paid
- Regularly update the business method of company to different groups of users and apply to daily calls to users
- Response KPI of Telesales, especially the number of calls made, the number of free users and paid users
- other tasks directly managed by the request.

Education

Ho Chi Minh City University Of Foreign Languages - Information Technology

Bachelor's degree, Business Administration and Management, General