



TRAN HUYNH NGOC GIAU

IT Recruiter

CONTACT

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- 📅 22/07/2001
- 🏠 Ho Chi Minh City

EDUCATION

Ho Chi Minh City University of Technology and Education (HCMUTE)

Sep 2019 - 2023

Major: Industrial Management
GPA 3.17/4.0

SKILLS

- Communication in business
- Statistics in business
- Human Resource Management
- Organizing behavior
- Corporate culture
- Office information, Photoshop, AI

CERTIFICATE

- 🎓 MOS Certificate in Word, Excel, Power Point
- 🎓 Project Management Foundations: Requirements
- 🎓 TOEIC ~ 600 by English Level HCMUTE
- 🎓 Euréka Scientific Research Student

WORK EXPERIENCE

● Aug 2022 - Present

FPT SOFTWARE HOCHIMINH CO.,LTD

Talent Acquisition / Intern

- Support enrollment: post admissions, advise and answer questions from students
- Recruitment support: receive recruitment requests from the department, post job advertisements, filter resumes, contact candidates and interviewers, schedule interview appointments, track interview results
- Support activities: Fsoft Tour, Job Fair, etc
- Perform other tasks as required

ACTIVITIES

● Dec 2020 - May 2021

HO CHI MINH CITY UNIVERSITY OF TECHNOLOGY AND EDUCATION

Volunteers

- Member of the Youth Shock Team of Ho Chi Minh City University of Technology and Education
- Join the Volunteer Spring 2021 at Ho Chi Minh City University of Technology and Education
- Join the recruitment consulting team at Vinh Kim High School (Tien Giang)

● Oct 2021 - Nov 2021

EURÉKA SCIENTIFIC RESEARCH STUDENT AWARD XXI TIME SECTOR OF ECONOMY

Certificate of participation in scientific research

- Conduct scientific research, enter the semi-finals and receive a certificate of participation in scientific research issued by the Ho Chi Minh City Youth Union Committee.