



Thao Le Thi Thanh

Experience

April 2020 – Present

Senior Admin cum HR Executive • Simplifi Vietnam Co., Ltd

April 2010 - May 2018

Senior Admin / HR Executive • Keller Foundations Vietnam Co., Ltd

Sep 2001 - May 2007

Admin cum Sale Assistant • Comnet Industries Company Limited

Education

HCMC Open University, HCMC Vietnam

- Bachelor's Degree in *English Language*,
- From Nov 2014 - Nov 2019

HUFLIT University, HCMC Vietnam


- 3 years of Bachelor's Degree in *Public Relations*
- From Sep 2007 - Apr 2010

Core Skills

- Employee recruitment and retention
- Employee relations
- Employment contracts and labor laws
- Payroll process, Personal income tax, and Employee Insurance
- Visas, Work permits, Temporary resident cards application for ex-pats
- Team building, Company trips, and Company events.
- Internal accounting: Office budgeting, payments, & bank and cash reports.
- Office management, including moving out of the old office and moving into the new office and maintaining.
- Vendors relations


Achievements

- Organized company's events such as incentive trips, seminars.
- Managed office expenses without exceeding monthly budget.
- Initial my position was office admin assistant, but I grew and moved up to senior admin cum HR executive.
- After all these years, my English has upgraded to a higher level. I can read, write and speak English really well.

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lethaocv/](https://occbuu.github.io/lethaocv/)

LANGUAGES

- Vietnamese : Native speaker
- English : Proficient

GENERAL INFORMATION

- Working experience : 17 years
- Expected job category :
Administrative | Human Resources
- Expected job level:
Senior Executive | Manager