

# HUMAN RESOURCES MANAGER

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**Foods Manufacturing | Machinery, Equipment & Spare parts | Construction |  
Textile & Garment | Smart Printing | Nail - Steel wire forced Nikko**

## GIANG NGUYEN

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✓ **20+YOE** in Human Resources Management role with various companies of different industries

## AREAS OF EXPERTISE

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Human Resources Strategy & Management	Strategic Workforce Planning
Market Research & Expansion	Compensation & Benefits
Employee Engagement & Development	Sales Supervisor in Supermarket
Recruitment & Training & Development	KPIs
Performance Management & Evaluation	Employment Law
Leadership / Team Development	Office Administration & Management
Communication & Negotiation	Customer Services Support
Facilities Management	Social Insurance
Salary Survey & Salary Review	Supplier Sourcing
Organizational Structure	Budget Planning
Labor Contract Management	Employee Life Cycle
Import - Export & Foreign Trading	CEO Assistance

## EDUCATION

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✓ **Can Tho University – Teachers' College | 1995-1999**

BS of Teaching in English

## CERTIFICATIONS

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**Sale-Supervisor | 2019 | PTI Education Group**

**Internal Auditor of ISO 9001-2015 | 2017 | Innova Training & Consulting Corp**

**Using KPI in valuating workers performance | 2016 | PTI Education Group**

**Professional C.E.O Assistant | 2011 | Toppion Training & Consulting Group**

**C.E.O Assistant** | 2011 | University of Economic and Law – HCMC  
**Foreign trading, import– export & customs service** | 2011 | University of  
Economic and Law – HCMC

## PROFESSIONAL EXPERIENCE

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**Tai Ky Food SJ Co.** | 03/2018 - 10/2019

**Scale:** 300 – 500

**Chief of Sale Audit** [Internal Audit]

Supervising market distribution system including Distributors and Sales system  
Supervising sales in supermarket (MT)

**Ly Bao Minh Trading and Production JS Co.** | 04/2017 - 01/2018

## HR Manager & Chief of ISO Team

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- ✓ Managing all HR works
- ✓ Recruitment
- ✓ Labor contract managing
- ✓ Social Insurance following
- ✓ Compensation & Benefit
- ✓ ISO establishing: completing update ISO 9001 – 2015 version and ISO 14001 – 2015 version
- ✓ Training and applying KPIs all company positions
- ✓ Managing company vehicles (4 cars)
- ✓ Contact with authorities for labor, fire, environment issues
- ✓ Supplying
- ✓ English translation.

## Results:

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- ✓ **Formed the HR department**
- ✓ **Issued the company rules, the wage schedule, bonus, etc.**

**Dinh Tan Construction Corporation** | 05/2016 - 04/2017

## HR Manager

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- ✓ Managing all HR works
- ✓ Recruitment
- ✓ Labor contract managing
- ✓ Social Insurance following
- ✓ Compensation & Benefit
- ✓ ISO establishing
- ✓ Training and applying KPIs all company positions

- ✓ Managing company vehicles(4 cars)
- ✓ Contact with authorities for labor, fire, environment issues
- ✓ Supplying
- ✓ English translation.

## Results:

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- ✓ Formed the HR department
- ✓ Issued the company rules, the wage schedule, bonus, etc.

**Golden Stork Ltd**, Go Dầu Industrial Park - Đồng Nai Province | 11/2015 - 04/2016

## HR Manager

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Managing all HR works

- ✓ Recruitment
- ✓ Labor contract managing
- ✓ Social Insurance following
- ✓ Compensation & Benefit
- ✓ Managing company vehicles(7 cars, 1 microbus, 3 trucks, 1 container truck)
- ✓ Contact with authorities for labor, fire, environment issues
- ✓ Supplying
- ✓ English translation.

## Results:

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- ✓ Formed the HR department
- ✓ Issued the company rules, the wage schedule, bonus, etc.

**Viet Casting Ltd**, | 09/2015 - 11/2015 – HRM position

**Hồng Quý Trading, Manufacturing & Service Ltd**, | 06/2015 - 09/2015 – HRM position,

**Kim Tín Long An JS Co.**, Long An province | 03/2015 - 06/2015 –HRM position,

**Smart Printing Ltd.**, Hóc Môn District, HCMC | 09/2012 - 03/2015

## HR Manager

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- ✓ Managing all HR works
- ✓ Recruitment
- ✓ Labor contract managing
- ✓ Social Insurance following
- ✓ Compensation & Benefit
- ✓ Contact with authorities for labor, fire, environment issues
- ✓ manage the trading : processing contract, liquidation and
- ✓ Contact with foreign customers

- ✓ Supplying
- ✓ English translation

## Results:

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- ✓ Formed the HR department
- ✓ Register procedures for the forming of company
- ✓ Issued the company rules, the wage schedule, bonus, etc.

**Hưng Thái Textile & Garment Ltd. - Tây Ninh Province | 07/2010 - 08/2012**

## C.E.O Assistant and HR Manager

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- ✓ Managing all HR works
- ✓ Control the production issues
- ✓ Contact with authorities for labor, fire, environment issues
- ✓ Supported import and export issues: contract of processing, customs declaring, exporting document, etc.
- ✓ English translation.

## Results:

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- ✓ **Recruited skilled workers and senior staff**
- ✓ **Rearranged the manpower for the company**

**Phúc Sinh Thành Trading Ltd./ PST Trading Co. Ltd., Go Vấp District - HCMC**  
Sales Manager | 03/2007 - 06/2010

- ✓ Customer management, market expansion ink-jet (digital printing), introduces the company's products.
- ✓ English translation
- ✓ Foreign trading issues: contract and other document for export, import.

## Results:

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- ✓ Became the supplier for many new customers for company such as: Khanh Phuong Ltd, Hoang Huy Ltd, Thien Phat Ltd, Viet Talent Ltd.