

Curriculum Vitae



Name Nguyen Thi Lan Chi

Year of birth 1999

Address Cau Giay, Hanoi

Telephone

Email

Work Experience

03/2022 - 09/2022 Moon Knight Labs
HR Admin

Administration

- Manage, purchase fixed or incurred assets, stationery, buy weekly snacks
- Pay and support to pay office expenses: parking fee, electricity bill, machine and facilities repairing fee,...
- Set up meeting rooms, receive guests, draft notices, official letters, contracts, ..
- Organize discipline and reward meetings
- Make sure the office is clean

Recruitment

- Plan and organize recruitment according to the requirements of the departments (dev, tester, game designer, content, community manager ...)
- Building a candidate database and a freelance HR system, headhunter
- Support in building recruitment brand

HR management, C&B

- Welcome new employees, build packages for new employees
- Manage employee' days off and working hours
- Liquidation labour contract
- Carrying out social insurance procedures, developing salary and bonus regulations, overtime
- Taking care of employees' lives (snacks, places to nap)

Training, Internal Communication and other work

- Support to organize training
- Organize internal events (monthly birthdays, sports tournaments, parties)
- Other requests from bosses

06/2021 - 03/2022 Hiep Huong Trading JSC
HR Admin

Administration

- Pay office expenses
- Troubleshoot machines, manage warehouses
- Reception, support to organize internal events

Recruitment

- Support the head of recruitment department to recruit accountant, HR admin
- Build the candidate database, make recruitment reports

HR management, C&B

- Support to welcome new employees
- Manage employment records and labour contracts
- Timekeeping, salary calculation, settlement of social insurance benefits for employees

Legislation

- Edit the company regulation
- Carry out legal procedures for business registration and transferring shares

2020-2021 Trung Quan Law Firm
Legal Intern

- Carrying out legal procedures related to business activities
- Compose internal legal documents
- Build and manage company's fanpage

2019 MIKI . Japan Human Resource Center
Recruitment staff part-time

- Translate IT jobs' description from Japanese
- Post jobs, find candidates, invite to apply
- Supporting the organization of the event "Job Day"

Skill

***** Office information

***** Work independently

***** Communication

***** English (read, write)

Education

2017 - 2021 Hanoi Law University
Economic Law