

# CURRICULUM VITAE



<b>Position Applied:</b> deputy head of human resources department	Citizen of : Viet nam City you want to work in: Gia Lai province and Binh Dinh province
Type of job you want to apply for: Full-time	
Acceptable date: February 1, 2021	Expected income: Negotiable when the interview

## PERSONAL INFORMATION

Full name: NGUYEN VU HOANG Mobile phone: 0982 390 687 or 0935 931 579 Email: hoanghc35@gmail.com Social network account: FB: hoang nguyen      Skype:	
Gender: Male Height: 168 Weight: 75 Kg Marital status: Single	Age: July 13, 1992 Place of birth: Tay Son - Binh Dinh ID number: 2152422372 Place of issue: Binh Dinh
Household address: Block I, Phu Phong town, Tay Son district, Binh Dinh province Contact address: 59 Ly Chinh Thang, Thang Loi Ward, Pleiku City, Gia Lai Province Relatives / other contact if needed: Nguyen Van Bao Telephone 0906571009	

## ACADEMIC LEVE

### Study process

Year begin	Year end	Degree	specialized	Name school
2010	2014	University	Jurisprudence	Ho Chi Minh University of Law
Training course				
Name course	Time	specialized	Name school	
Training course on building and operating condoms and KPIs in enterprises	2017	Human resources management	Dr. Hoang Trung Dung - President of Kingsman Academy	
CEO and the art of human resource management in Enterprises	2018	Human resources management	Ngo Minh Tuan is president of Vietnam CEO Academy	
Management training course	2018	Level Manager	The Nafoods Group	

The training course uses the DISC management tool	2018	Human resources management	The Nafoods Group
Training Cultural and financial integration training is culturally and financially integrated	2019	Banking and finance	An Binh Bank Human Resource Training and Development Center

ACADEMIC	Place of issue	Date of issue
Foreign language (Toeic)	British Council	2012-2014
Information Technology	Industry and Trade College	2014

### PROFESSIONAL EXPERIENCE

Company name: Phu Dong notary office (now Ly Thoa notary office)

Title: Legal Specialist (notarized file controller)

From: June 15, 2015 to July 30, 2017

Name and position of direct superior: Thai Thi Phuong Thao

- Directly receive records, review the legality of records, classify cases and arrange them by each field and control notarization operations at the office.

- In complicated cases, the drafting of contracts, transactions related to real estate, mortgage, transfer, donation, lease, etc. will be made directly to customers.

- Consulting clients to resolve civil and administrative disputes in accordance with law

Besides:

- Advising the head of the section on salary scale, policies, labor law and insurance in accordance with regulations

- Make monthly reports, quarterly reports to the Department of Justice of Gia Lai province

- Follow up the dispatch of incoming, outgoing, drafting, advising the head of the department about the reply content of incoming documents in accordance with law.

- Perform other jobs as assigned by the Head of the Office

Achievements

- Controlled and processed more than 3,500 documents of special complex types such as land, inheritance, auction ...

- Manage and guide 03 employees

- Develop working rules and regulations, advise the unit leader on important work contents.

Reason for resignation: resign to go to school

**Company name: Nafoods Tay Nguyen Joint Stock Company**

Position: Human Resources Manager

From: 01.2018 To 05.2019 Name and

Position of direct superior: Ho Hai Quan- Human Resource Director

Contact phone: 0984418345

**I. Human Resources**

**1. Recruitment and training**

- Develop and execute a recruitment plan based on the company's strategy. Ensure human resources according to company development plan.

- Track personnel changes. Analyze and report personnel situation - Periodically make statistics and report to analyze the situation of using

Earning starts:	human resources to report to the Director.
Final income:	- Develop and implement training plans for regular employees and new employees
	<b>2. Building and operating C&amp;B</b>
	- Build a system of salary, bonus and remuneration for the whole company
	- Operate and control the system of salary, bonus and other remuneration in accordance with the Company's regulations.
	- Monitor and ensure social insurance and health insurance for employees of the whole Company
	- Track and guide personal income tax withholding
	- Consulting, consulting unit director and C&B human resources director
	<b>3. Construction and operation</b>
	- Participate in building and monitoring the implementation of the management system, evaluate work performance at the company.
	- Develop and implement KPIs for departments, evaluate KPIs of departments.
	- Control personnel staff of departments
	4. Finance and apparatus room
	- Develop a budget plan for the HCNS department
	- Develop annual financial plans
	- Building up the organizational structure of the company, of the HCNS department
	<b>II. Administration</b>
	<b>1. Internal</b>
	- Building administrative standards
	- Supervising the application of administrative standards within the company.
	- Develop programs, plans, regulations on occupational safety, labor protection, fire and explosion prevention ... and monitor and supervise implementation.
	<b>2. Coordination activities:</b>
	<b>a. Internal affairs:</b>
	- Coordinate with related employees to solve the work according to the order and prescribed procedures.
	<b>b. External Relations:</b>
	- Transactions with units, economic organizations, related state agencies, functional agencies to deal with affairs related to the company.
Reason for resignation: because of wanting to change the working environment and welfare regime	

<b>Company name: An Binh Commercial Joint Stock Bank - Gia Lai Branch</b>	
Title: Specialist for monitoring and handling problem debts From: 05/2019 To today. Present Name and position of direct superior: Tran Thi Kim Chi Contact phone: 090 5111 578	- Monitor bad debts of the unit - Researching, evaluating documents and preparing debt settlement plans: After finding out customers, they will plan to handle them according to the law ... - Checking collateral: Conduct an on-site appraisal, on-site appraisal of collateral, assess the decrease in the value of assets, plan to preserve the value of assets ... - Drafting documents, invitations, notices, lawsuits, petitions for

	<p>judgment execution ... - Directly participating in court proceedings: authorized to file lawsuits, to advance court fees, participate in on-site assessment, attend court sessions, attend conciliation sessions, review sessions trial, standardize the argument, participate in debate. Appeal to superior court.</p>
	<ul style="list-style-type: none"> <li>- Contact other authorities to resolve debt collection.</li> <li>- Support and advise Branches, SGD, Transaction Offices to implement debt settlement plans. - Implementing, proposing debt trading, providing debt sale and purchase records ...</li> <li>- Advising and proposing debt settlement plan for the Head of Department.</li> <li>- Checking reports including CV257 reports for VAMC company, checking and monitoring data on provisioning according to 493 provisioning report, VAMC report, court cost report ... .</li> <li>- Other jobs assigned by the head of the unit and the debt settlement committee.</li> </ul>
<p>Starting income: 12,000,000 VND Final income: 12,000,000 VND</p>	<p>2. Kết quả công việc ( Từ tháng 19/07/2019 đến 31/12/2019) According to the evaluation of work results in 2019: Completed; Completion rate: 96.75%. As follows: - Bad debt collection results in 2019:</p> <ul style="list-style-type: none"> <li>+ Directly receive authorization and handle more than 30 cases of Gia Lai branch and 10 cases of transaction offices to participate in proceedings.</li> <li>+ Directly support the recovery of more than 8,000,000,000 VND</li> <li>+ Support transaction office to collect nearly: 1,000,000,000 VND of bad debt Jobs to be processed in 2020 9 from January 2020 to June 2020: Directly receive authorization and handle more than 50 cases of Gia Lai branch and 10 cases of transaction offices to participate in the proceedings.</li> <li>+ Directly working out plans, proposing to handle other bad debts cases at Gia Lai branch without going through court proceedings.</li> <li>+ Direct and assisted recovery of more than 5,000,000,000 VND</li> </ul>

**Reason for resignation:**

- Not in line with ABBANK's policy
- Change to a higher position, more suitable with the capacity to develop more than yourself and orient to develop the career of human resources

**ADDITIONAL INFORMATION**

Describe your personality and interests

Character:

- Ability to work independently, responsible, self-conscious to work, eager to learn, always progressive at work
- Enthusiastic and sociable easy to adapt to the new environment
- Good communication, fluent speaking
- Flexible, flexible, creative at work but based on principles
- Ability to solve complex problems

Interests:

- Read books about the characters and monographs of law
- Research on psychology and anthropology
- Watch movie
- Cooking

The goals In the next 3 years:

- Achieved IELTS 8.0
- Up to the level of Human Resource Management
- Completion of Law Course and Human Resource Management Course

**Do you have acquaintances working for other respective organizations?**

Relationship	Full name	Position and working unit

Please let us know that 2 references (not relatives) know about your work history that the company can contact.

Full name: Nguyen Trong Viet Anh Working place: Gia Lai Provincial People's Court Phone: 0909058048	Full name: Trần Bá Chung Working place: Deputy Director of Thien Ung Security Trading Service Joint Stock Company Phone: '0984742797
---	--

I hereby certify that the information in this form is true and fully responsible for the provision of the above information. I agree to the Company to verify and use the above information.

Candidate to sign..... and write full name Date.....