

THANH BINH NGUYEN THI

Human Resources Manager



CONTACT INFORMATION

 Female

 Sep 10, 1989

 luckynguyen0311@gmail.com

 (+84)916933916

 <https://www.facebook.com/luckynguyen0311>

 Duc Bong, Vu Quang, Ha Tinh

OBJECTIVE

Take advantages of HR skills & experience and become a professional HR Manager in short-term and a HR Director in long-term. And I hope to bring a lot value to your company.

SKILLS

Language:

English, Chinese

Computer:

Word, Excel, Powerpoint

INTERESTS

I like traveling, watching films and reading books

EDUCATION

Jan 2021 - Jun 2023

Hanoi Law University, Major: Law - LLB Program

GPA: 3.53/4

Nov 2014 - Apr 2015

The Saigontourist Hospitality College (STHC), Major: Restaurant and Hotel Management

GPA: 8.3/10

Sep 2007 - Jun 2011

University of Economics - Hue University, Major: Business Administration

GPA: 8.06/10

WORK EXPERIENCE

JUL2017 - OCT 2020

VINPEARL JOINT STOCK COMPANY, Human Resources Manager

Main responsibilities:

- Managing the recruitment and selection process;
- Bridge management and employee relations by addressing demands, grievances or other issues;
- Monitor overall HR systems and procedures across the organization;
- Nurture a positive working environment;
- Manage a performance appraisal system;
- Maintain pay plan and benefits program;
- Monitor and report training programs;
- Directly training for new employees at the organization;
- Coordinating to build headcounts;
- Budgeting for training and human resources department.

Recognition and Gains:

- HR service quality reaches 100% as required;
- There is no internal dispute;
- 100% of staff meet learning and working standards.

SEP 2016 - JUN 2017

VINPEARL PHU QUOC RESORT & GOLF, Human Resources Executive

Main responsibilities:

- In charge of timekeeping, salary calculation, welfare regime, social insurance, health insurance, unemployment insurance regimes, human resource procedures from the time of hospital staff to the termination of labor contracts of 300 - 500 employees;
- Support the compilation of reports of the Human Resources Team Leader.

Recognition and Gains:

The work is completed with quality, no violation occurred during the working process.

ACTIVITIES

Jan 2015 - Now

I TO CLUB, Member

Club I To is a volunteer club to raise money and receive support from sponsors for disadvantaged students in remote areas of the Central region.

HONORS & AWARDS

2022: Won consolation prize "Scientific Research Student in 2022" contest at Ha Noi Law University.

CERTIFICATIONS

2023:
Take-off Chinese By Cam Xu Chinese Centre (With HSK4 equivalent)

2022:
IHRM have completed based on SHRM Learning System and organized by PACE Institute of Management

2011:
C1 Level by Hueitc - Center for Foreign Languages and Informatics

REFERENCES

Le Minh Thai
former general manager of Vinpearl Hotel Rivera Hai Phong
Mobile: (+84)934536160

ADDITIONAL INFORMATION

Can use english and chinese in normal communications. I am learning english for IELTS 6.5 and also learning chinese for HSK4 exam. I have completed IHRM exam registrationhi at SHRM in December 2023