



**Objective:** Expert in HR field and help people to develop.

**Executive Synopsis:**

- Dynamic HR Professional who has worked in varying roles in Talent Management.
- Excellent skills for Human Resources development: planning, organizing, and controlling especially abilities to recruit, train, motivate and develop long term employees.
- Good communication, interpersonal, leadership skills.
- Application of MBTI test and Psycho – GEOMETRICS tool for Human Talent Acquisition, Nurturing & Development, Transformation and Retention.
- High AQ (Adversity Quotient).
- Strong familiarity with the Legal aspects of Human Resources.
- Application of Numerology – David A. Phillipps, Ph.D based on Pythagoras.

**Education:**

- 2000 – 2004: Bachelor of English, Binh Duong University, Foreign Department, Binh Duong Province.

**Training with certification:**

PERIOD	COURSES & PLACES
03/2008	<b>Recruitment:</b> Le & Associate Company
05/09 – 28/10/2011	<b>Compensation &amp; Benefit Manager;</b> HighFlyer – B&L Co.
12/04/2012	<b>Problem solving;</b> Pace Institute of Leadership
07/07 – 13/07/2012	<b>HR Professional (Talent Management, OB, Human Capital Development, MBTI)</b> EDS Business School - Malaysia
09/2012	<b>Train the Trainer</b> – Towers Watson
07 – 09/2013	<b>Career Coaching, Psycho – GEOMETRICS, EQ, DISC</b> – Unity Company

**Achievements:**

- Be in charge of recruitment & training so far in the past 8 years
- DADL Company: develop 100% headcount in 1 year, 6 months training for employees to get high quality product, successfully handle to downsize the personnel without violence.
- ON Semiconductor: successfully run iHRP payroll system of FPT.
- Applied successfully Psycho – GEOMETRICS, EQ, MBTI to coach
- Highly engaged company activities: team building, management party, year-end party, charity program, quarter meeting...
- Work and complete relating to internal and external auditors.

**PRIVATE INFORMATION:**

+084 934 54 38 41

xuanhungp25@gmail.com

399 Route 13, Quarter 5,  
Hiep Binh Phuoc W.,  
Thu Duc City, HCMC

19th September, 1980

Married

Kien Giang Province

July 2022

From Sept. 2020 to  
Feb.2021

March 2018

## 1. Planning & Budgeting:

## 2. Recruitment: (Mass recruitment for DADL company, Corona Casino, Las Vegas Sun Casino & Hotel)

## 3. Compensation & benefit (C&B):

## 4. Payroll, Health care and Insurance:

### Few years of professional experience:

- Deputy HR Manager for Viet Tin Securities – Ha Noi to build up HR policies and blue-collar worker and white-collar worker App project (Part time job).
- C&B Manager for Bowker Garment Company which is strategic sewing for Adidas customer with 6.000 employees. I manage 2 supervisors, 12 staff in team.
- HR Operation Manager for Corona Casino Phu Quoc, Kien Giang Province. Then, I came back in HCMC, got married and had baby.

### Responsibilities:

1. Implement, monitor, and develop overall HR strategies, systems, tactics, regulation, procedures, and initiatives aligned with the overall business of the organization.
  - Based on company's business goals and objectives to make an overall HR strategy, plan for the company (both short-term and long-term) and present to BOD.
  - Synthesize business plans and operational plans and report to BOD, implement specific HR function.
  - Collaborate with Department Heads, plan yearly HR budget to base on last year budget, market, performance gap, and HR initiatives accordingly.
  - Monitor HR budget performance to ensure that all activities are cost effective and are done within the approved budget.
2. Collaborate with Department Heads to identify staffing needs, implement and develop budget, manpower planning, effective hiring channels (internal and external recruitment) to attract the qualified candidates for various positions in organization.
  - Advise and assist Department Heads in implementing recruitment policies, procedures for best practices.
  - Coordinate and participate in job fairs, career events, and campus recruitment initiatives.
3. Be a representative of HR in working with the local labour authorities and HR community in relevant matters of compensation & benefit.
  - Frequently revise, update and propose HR policies, procedures, processes in connection with the regulations of the company and Vietnamese labor law to enhance effective operation of the company.
  - Manage and monitor HR supports and services through consistent implementation of all aspects of C&B programs in compliance with company's policies and procedures as well as statutory requirements.
  - Regularly survey, analyze, evaluate, benchmark market trends, services, salaries and rewards to identify areas for compliance of implementation, improvement, proactive solutions, any interventions upon request/ if require.
  - Formulate competitive and sustainable remuneration strategy and pay model to support the business goals and growth: salary scheme, monetary and non-monetary benefits...
  - Collaborate with Department Heads to do task analysis; quantitative, classified job grade and write job description.
4. Timely accurate update of employee records in HRIS and confidential personnel files. Propose solutions to improve effectiveness of the system.
  - Manage working time and scheduling on system to ensure productivity of manning capital.

## 5. Performance management:

## 6. Employee Relation:

## 7. Training:

## 8. Administration:

- Properly, accurately, timely control and manage the monthly salary administrations (all items of earning & deductions such as PIT, Social/ Medical/ SI, HI, UI...).
  - Review on social & health insurance claim administration; PIT monthly and year-end finalization.
  - Manage and advise on medical & health benefits programs to ensure adherence to company policies, procedures & guidelines administered by the third party.
  - Connect directly with healthcare agencies to ensure employees' benefits.
5. According to business targets, plans, each department will set up core KPIs and commitment to perform.
- Develop Performance Management System which includes KPI and Performance Appraisal.
  - Deploy annual performance appraisal, salary review and, bonus payout processes to ensure its compliance with company's policies.
  - Succession plan: collaborate with Department Heads to build up career path for each employee after performance evaluation.
6. Harmoniously maintain and support to employees in various allowances & benefits - related topics and resolve any issues, conflicts, and grievances that may arise.
- Directly handle labor disputes to employees' violations on labor discipline.
  - Do analysis, statistics, evaluations and regular report control on compliance of company regulations, violations handling.
  - Measure employee satisfaction and identify areas that require improvement.
  - Organize cost-effective activities to enhance the employee cohesion, engagement and foster culture: birthday party, team building, farewell party, lucky draw, annual meetings, celebrations ...
7. Onboarding training: company regulations and policies, bonus programs, and insurance coverage, PIT, salary calculation, scheduling, disciplining ..., etc.
8. Follow up and monitor the work permit process and residence card procedures for expatriate employees in the area of responsibility.
- Control people and property in and out of the company, and ensure security and safety.
  - Monitor the use of the company's property and prevention of losses.
  - Monitor day-to-day office activities to ensure smooth operations.
  - Be responsible for all office management and administration functions.
  - Assign other related tasks and projects by BOD
- ❖ **Payroll System management:**
- Be in charge of and manage iHRP Payroll Software project – FPT supplier: 6 functions of system: System Administration, Human Resource, Timekeeping, Payroll, Insurance, Self Service, Termination: monitor to import, update, amend data, create account and decentralize authority, upload timekeeping from Lenel system, monitor attendance and online all types of leaves, overtime...
  - In charge of interface between iHRP Payroll Software with Oracle with FPT.
  - Ensure compensation and benefits packages comply with statutory and regulatory requirements, such as minimum salaries and tax liabilities etc..., direct HRIS in implementing change initiatives to improve processes and enhance service delivery excellence.
  - Regularly review and update job evaluation, job grade, job title following organization changes.

June 2014 to Feb 2018: ON Semiconductor  
(3.000 staff & workers in Dong Nai and Binh Duong, Nationality: America)  
Position: C&B Manager, Report: Malaysian HR Manager, Supervising: 5 HR Officers

July 2009 to May 2014: Digital Age Dental Laboratories (DADL) Co., Ltd. (Dental Field; 500 staff & workers; Nationality: American)  
Position: Deputy HR Manager, Report: Vietnamese HR Manager, Supervising: 4 staff

- Review and enhance payroll account reconciliations and work with Finance to maintain accurate account balances and analyze overtime, other amounts.
- Review performance management for KPI bonus payment.
- Analysis, survey, report...about salary, bonus, benefits...in order to change the calculation, budget and policies
- ❖ **Expat management:**
  - Check and approve expat's housing fees, children school fee PR through Oracle
  - Calculate salary, allowance, bonus and process payment, PIT for Local International Hiring (LIH) and expats...
- ❖ **Company regulation, labour code, EICC (Electronic Industry Citizenship Coalition), Ethics, Polices... compliance:**
  - Work with HR Manager and HR Section Heads, Legal Compliance to review and update policies from time to time
  - Liaise with tax consultants on expatriate tax computation and any employee related taxes if any
  - Encourage workers to report violations of company labour and ethics policies, handle all related complaints.
  - Comply with Vietnam law, Company regulations, EICC, EHS, CoBC, ISO, 5S...; and monitor, remind, help our colleagues in compliance with Vietnam law, Company regulations, EICC, EHS, CoBC, ISO, 5S... Check and prepare all documents related to EICC Audit.
  - Ensure identified labour and ethics issues are corrected in a timely manner
  - Handle and solve complaints, discipline
- ❖ **Training:**
  - Implement training session about compensation and benefits, policies, payroll process for new employees, Supervisors and Managers if any.
- ❖ **Recruitment (Talent Acquisition):**
  - To implement all recruitment and monitor recruitment process for all levels.
  - To complete timely the recruitment schedule and plan.
  - To ensure qualified candidates recruited to meet the company's demands.
  - To work directly with line Manager to obtain their recruitment requirements, to develop recruitment strategy.
  - To follow-up the process of interview and selection
  - To develop database by conducting targeted selections, internet search, personal reference; through a wide range of other internal and external recruitment channels
- ❖ **Training & Development:**
  - To conduct effectively orientation for new employees to align with organization's mission, goals.
  - To monitor and manage the performance appraisal system to ensure the accuracy, equality, transparency and have appropriately remuneration and manage talent management bank.
  - To involve the training need analysis in order to plan, select and implement training programs to develop the competency standard system for career path with Department Heads.
  - To evaluate training programs and measure the training effectiveness.
- ❖ **Compensation & Benefits:**
  - Internal structure alignment: to play a key role in guiding the Line Managers to do job analysis, adjust or write new job descriptions, job evaluation and grades

for job holder to understand know-how, problem-solving and accountability by SMART.

- Contribution policy: to build up and apply and manage retention and remuneration strategies such as seniority-based, performance-based, skill-based pay, cost-of-living adjustment, merit guideline by **ASK** (Ability, Skill, Knowledge) and **3Ps** (Position: seniority, longevity; Performance: quantitative, Person: excellence knowledge competencies) to make sure a low turnover of staff. It is important that the staff feel appreciated and get the opportunity to grow in our organization.

❖ **Employee Relation:**

- To be responsible for employee relations function included but not limited to take appropriate action to correct associate relation issues, manage dispute resolution manager to create healthy and harmonious work environment.
- To consult the BOD, trade union and employees in compliance with labour codes
- To encourage employees highly engaged by lucky draw, team building, year-end party, productivity competition rewards...

❖ **Responsibilities:**

- Generation of new business via telesales and face to face visits with prospective clients
- To promote and build awareness of L&A Executive Search capabilities to an existing client database
- Source suitable candidates via advertising and searching from internal database system
- To screen and interview candidates in accordance with company standards
- To follow up on leads for permanent recruitment provided by other staff members.

❖ **Administration Tasks:**

- Apply all expatriates visa application, temporary resident card, work permit both new and renew.
- Control the staff database confidentially.
- Update salary, headcount, disciplinary, notice.
- Prepare offer letter, contract for new hires; promotion, demotion, extension, ...letters
- Register health insurance, medial insurance for new hires
- Provide feedback from employees about hotel policies, culture, working environment.
- Assist HRM in conducting any inquiry and other duties.

❖ **Recruitment Tasks:**

- Build up good relationship with recruitment and headhunting agencies for active candidate search.
- Work with other Head Manager to establish job specifications for vacancies.
- Advertise vacancies on newspaper or online.
- Screen CVs & first interview the suitable candidates who have passed the tests.
- Follow up interviewed candidates until induction or answer reject letter.

❖ **Training Tasks:**

- Assist Training Manager to conduct the orientation, post-orientation such as Visions, goals and objectives; introduce system of the hotel, the quality process in solving operational for new hires.

September 2007 to June 2009:  
Le & Associates  
(Headhunting with 1.000 staff  
including outsourcing;  
Nationality: Vietnam)  
Position: Search & Selection  
Consultant, Report:  
Vietnamese S & S Director

Nov. 2006 to August 2007:  
Equatorial Five Star Hotel  
(Hospitality field; 450 staff;  
Nationality: Malaysia)  
Position: Human Resource  
Officer, Report: Vietnamese  
HR Manager

From Jun. 2004 to Nov. 2006:  
Nalt Company  
(Garment field; 500 staff and  
workers, Nationality: Korean)  
Position: Assistant Human  
Resource Manager, Report:  
Vietnamese HR Manager

- Assist Training Manager to plan in-house training programs or contact with training providers to coordinate public training programs.
- Summarize and evaluate by training need analysis (TNA) for all employees.
- Update the costs & review the budget, report for Training Manager.

❖ **Administrative Tasks:**

- To apply all expatriates visa application, temporary resident card, work permit both new and renew.
- To update salary, headcount, disciplinary, notice.
- To prepare offer letter, contract for new hires; promotion, demotion, extension, ...letters
- Register health insurance, medical insurance for new hires
- To assist HRM in conducting any inquiry and other duties.

❖ **Recruitment Tasks, Training Tasks**