

FULL NAME**Address****Mobile****Email****PERSONAL DETAILS**

Name :

Age :

Gender :

Marital Status :

Citizen of :

Position Applied :

CAREER SUMMARY**Feb 2011 to Now****A JOINT STOCK COMPANY**

Asst Human Resources and GA Manager

Sep 2003 to Feb 2011**B CO., LTD**

General Affairs and Human Resources Manager

1995 to 2003**C VIETNAM CO., LTD**

Human Resources and Administration Executive

PROFESSIONAL EXPERIENCE**Feb 2011 to Now****A JOINT STOCK COMPANY**

Asst Human Resources and GA Manager

- Making recruitment planning and take care all recruitment activities, ensure that qualified candidates are recruited timely to meet the needs of department;
- Setting up internal labor law and review it every year.
- Setting up compensation and benefit policy and review it every year
- Preparation of Human Resource reports and statistics;
- Consulting to General Director about Human Resource Policies;
- Controlling monthly salary payroll, daily record, overtime calculation, ensure payment monthly salary on time in confidential.
- Manage social insurance, medical insurance, ensure do it under Vietnam insurance law.
- Controlling training contract, probationary contract, labor contract for employee
- Solving personal problem of employees including reward and discipline;
- Controlling transportation for employees working outside including budget and planning;
- Receive and update daily legal documents under the law;
- Controlling new visa and passport, work permit for foreigner;
- Supervise the cleaner team, clinic room
- Supervise the security team;
- Setting up and training fire protection team;
- Controlling canteen and checking meal and ensure quality of meal for employee

Sep 2003 to Feb 2011

B CO., LTD

General Affairs and Human Resources Manager

1. Compensation & Benefits

- Payroll:
- Process monthly payroll for all employees.

- Responsible for related compensation issues such as Annual Salary Increase, Bonus, other special payment, i.e. commission, gasoline allowance, vehicle allowance, mobile phone reimbursement.
- Salary deduction in case of leave without pay.
- Deduction on Personal income tax, Social Security Fund and submits all related reports to the Revenue & Social Security Departments and the authorized bank.
- Benefits:
 - Keeps update on benefits provided for employees, by job rank and file, by business unit.
 - Coordinates with related benefits issue; i.e., medical insurance, annual medical check, benefits claim for the concerned employees both through insurance agency, Social Security Fund and Compensation Fund.

2. Recruitment:

- Coordinates with the concerned departments regarding job profile, post the vacancy on the Co's board,
- Contacts the selected agency to place the advertisement through internet or newspaper or assigned the recruitment agency to do the search.
- Pre-screening qualified candidates and makes appointments for the interview and test.
- Short-listed potential candidates and coordinates with the concerned Managers/Directors to interview.
- Prepares offer letter and letter of Employment for the selected candidate to sign before starting employment.
- Manpower Planning
- Job design and analysis written into job description and specification

3. Performance Evaluation:

- Prepares performance evaluation forms for all employees to be distributed to concerned managers, supervisors and above in June and November of the year.
- Follows up the completed performance evaluation forms for data collection and returns the forms to direct supervisors to review with their

subordinates

4. Training & Development:

- Circulates training documents to all concerned managers.
- Records training courses, period of attendance and cost in employee's personal file.
- Coordinates on in-house and/ or outsourced training, if any.

5. Leave and Absence:

- Checks attendance records and reports to the concerned managers in case of late reporting after starting work hours.
- Coordinates to have the direct supervisor issue a warning letter if late reporting are over 4 times in the 2nd month.
- Monitor leaves and ensures leave policies are followed.

6. Employee Personal File/Relations:

- Updates employees' personal files.
- Confirms completion of all required legal documents are retained in an individual file.
- Processes/implements HR policies including disciplinary actions, etc..
- Recommends /implements activities to improve employees relations.

7. Legal matters:

- Contact local authorities for labor law, police report when requested, work permit for foreigners.
- Prepare report requested by local authorities.

1995 to 2003

C VIETNAM CO., LTD

Human Resources and Administration Executive

Duties:

- Manage and operate all activities of HR Department.
- Set up, execute, manage and improve the HR process and system for the company.
- Set up and maintain HR policies, including recruitment, training, compensation and benefit policies for employees.

- In charge of overall planning and formulating Compensation & Benefit System, employee recreation and facilitating the HR budget development and analysis.
- To work out a plan of recruitment, organize & support a recruitment schedule (advertisement, collection and selection), training and developing human resources (determining training demand, implementing training schedule, performance appraisal after training course).
- To set up and uphold performance appraisal system (salary review, evaluation of project performance).
- To review and improve HR system, policies & procedures to meet legal requirements & company strategies and objectives.
- Monthly payroll and PIT, handle all aspects of salary and bonus calculation and disbursement.

ACADEMIC

2001 - 2006

HCM University of Economics

Bachelor of Business Administration.

REMUNERATION

Expected Salary : Negotiation

COMMENTS

- Effect problem-solver, organized, leading a team players
- Motivated and delicate to getting the job done right
- Effect negotiator

KNOWLEDGE

- Having experiences in ISO 9001 – 2008 and ISO 14001- 2000

HCMC, October 22, 2020

Applicant's signature

FULL NAME