

# Mrs. Thu Hoai

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**Gender:** female

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**Address:** Tien An Ward – Bac Ninh city – Bac Ninh province



## CAREER GOALS

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involved in construction and development company in Viet Nam

Perform assigned tasks to become the HR administrative manager excellence

## QUALIFICATIONS

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2007 - 2011 - Graduation University of Labour Social

- Specialized human resource management
- Graduated fairly

## WORK EXPERIENCE

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*2011-2014*

**Human Resource Management Seoul Metal joint stock company**

Address: Yen Phong Industrial park, Yen Phong District, Bac Ninh province

*2015 – 2018 :*

**Human Resource Management HJ Corp Vina Company Limited.**

Address: *No 33, Road3, Vsip Bac Ninh Integrated, Township and Industrial park, dai Dong Commune, Tien Du District, Bac Ninh province, Viet Nam*

*2019 – 2020 now :*

**Human Resource Management SR Tech Vina Company Limited**

Address: *Que Vo Industrial park, Van Duong Ward, Bac Ninh city, Bac Ninh province*

*shares (100%) Korean investment.*

- Specific work:
- - Making and building, registering labor regulations, collective labor agreements, payroll scales.

- - Managing the Attendance, Payroll, Insurance to track overtime workers overtime, make policies on salaries, bonuses, insurance policies with bosses for employees, about rest time, working hours shift.
- - Making Insurance
- - Make periodic reports to management, prepare documents for Samsung to audit
- - Make a work permit visa, temporary residence card for foreigners,
- - Environmental management, fire protection, occupational safety and health, dormitories in Korean boss
- - Rent a house, rent a car and manage corporate cars, manage uniforms
- - Make time attendance cards, fingerprint time attendance for employees, enter data on the timekeeper, track on the timekeeper, make ATM cards
- - Management of stationery purchases, bottled drinking water, cafeteria management, company newspaper, housekeeping management, security, courier management
- - Prepare the probationary and official contract for employees of the company, receive official dispatches, papers sent by agencies, departments, organizations to the company, transfer to the division and individuals who receive the official dispatch, receive and handle phone calls to the company, hold meetings with the Director with partners or within the company.
- Directly recruiting on the website, screening candidates, receiving applications, arranging and interviewing workers with Korean bosses, making employee registration forms and procedures for new employees to enter working company.
- Making contracts to use additional temporary labor
- Human resource planning to better serve the business and production strategy of the company.
- Establish salary and bonus regulations, measures to encourage - stimulate employees to work, implement regimes for employees.
- Organize and perform administrative tasks according to the functions and duties and at the request of the Board of Directors.
- Develop regulations and plans related to the use of company assets and equipment.
- Develop plans and organize, supervise the implementation of fourth order security, labor safety, labor hygiene and fire prevention.
- Researching, drafting and approving the regulations applied in the Company, building the organizational structure of the company - the divisions and implementing organizations. Proposing the organizational structure and executive apparatus of the Company. Establish a system of rules, procedures and regulations for the Company and monitor the compliance with those rules.
- Advising the Board of Directors on strategic construction of the company's organizational structure.
- Advising and proposing to the Board of Directors to handle Organization-Administrative-Personnel issues.
- Advise the Board of Directors on building organizational structure and administration of the company.

- Advising the Board of Directors on recruitment and training activities in the company.
- Advising the Board of Directors on the development of salary and bonus schemes, bonuses and benefits for employees.
- Advise the Board of Directors on the administrative work of the company.
- Assisting other departments in human resource management and acting as a bridge between the Board of Directors and Employees in the Company. Supporting relevant departments for staff training, how to recruit personnel ... Supporting relevant departments in administrative work.
- + Planning Recruitment, administration, recruitment and management
- + Foreigner's work permit, temporary residence card
- + Managing the commendation and discipline committee
- + Executive, reporting, compliance management
- + Making, editing, announcing regimes, regulations, processes, notices, guidelines, etc. about personnel
- + Report to the state agency (quarter, year) on the labor situation
- + Change the annual salary system (increase regional minimum wage)
- + Reciprocal inspection (PIT taxes, labor, insurance etc.)
- + Making internal personnel reports (according to instructions of superiors, general directors, monthly reports etc.)
- + After making HR assessment report to conduct the actual work, participate in the evaluation and perform the work
- + Other jobs (payment of expenses etc.)

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## **INTEGRATED INTO CURRICULAR ACTIVITIES**

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- Head birthday party for company and excellent staff every month (last month 7th day) job is  
 Preparing for birthday party (buy gifts and candies) to receive gifts given repertoire of companies and organizations meals, parties, festivals, art, award for the company's employees.

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## **SKILLS**

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**Informatics office:** - Proficient use of office computer tools Word, Excel, Power Point

**English** - Ability to speak English well at work

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- Search, analyze, synthesize news about overtime regimes, breaks and shift shifts of employees  
 - Good leadership, able to present to the crowd about the fields  
 - Ability to communicate well with people, adapt quickly to new situations  
 - Enthusiastic, responsible for the work assigned and able to work under pressure and high intensity.

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## **INTERESTS**

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Read books, listen to music, watch movies

*Sincerely thank!*