



Nguyen Phan KHANH LY

HUMAN RESOURCE // 21-09-1997

Working in a dynamic and professional environment where I have chances to improve my soft skills and built experiences for my career path.

Learn more information about human resources management, labor law, policy and skills in human evaluation, human art. Desire to become a good manager and success in the high positions such as Chief Human Resources Officer, HR Manager.

Contact

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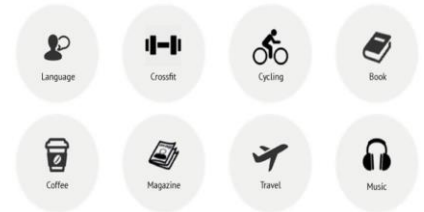
Binh Thanh District,
Ho Chi Minh City

Online info

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/khanhly_zaynlee

Hobbies



Positive

- Eager to learn and research.
- Hard working
- Active and enthusiasm
- Positive energy

Negative

- Straight

SKILL



SOFT SKILL

- Communication
- Negotiation and Connection
- Analyzing and handling problem
- Presentation



WORK EXPERIENCE



July 2019 - Now

Real Estate Technology Join Stock Company REVER

AGENT ACQUISITION - RECRUITMENT RESOURCE

- Posting job, organizing resumes and job applications.
- Analyze and synthesize lead data to convert into CV.
- Track the conversion rate into employees.
- Compiling report.

INTERNAL COMMUNICATIONS

- Manage internal communications output.
- Edit, design images, videos and contents for internal newsletter.
- Support internal activities of the company such as team building, corporate culture.



March 2019 - May 2019

NAM LONG SOFTWARE

INTERNS HUMAN RESOURCE

- Making recruitment planning and take care all recruitment activities, ensure that qualified candidates are recruited timely to meet the needs of department.
- Consulting to Director about Human Resource Policies.
- 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.
- Receive and update daily legal documents under the law.



EDUCATION

From 2012 - 2015

AN NHON 2 HIGH SCHOOL

Major: Class for Gifted student
 Twelve years is a good student
 Was a member of class's board of administrator

From 2015 - 2019

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION IN HCM CITY

Major: Human Resource and Organization
 management
 GPA: 7.0



ACHIVEMENTS

- Have gotten the good student title in many years
- Information technology: Basic IT Application Certificate and Advanced IT Application Certificate
- English: Complete the Communication English course in Sai Gon English Center.
- Active: Excellent member of Napa Social Work Team