





CHAU CAM NHU

Senior HR - Admin

 0906357737

 nhuchaul6@gmail.com

 Ho Chi Minh City

 16/11/1994

CAREER OVERVIEW

I am working in Human Resources more than 6 years of experience in recruitment, admin, office management. I am adept at working under high pressure, where attention to detail, clear communication and organization are paramount.

EDUCATION

2012-2016: HUFLIT University
Major: English – Business Administration

EXPERTISE

Recruiting

Administration

Office Management

Experience

 FEB 2022 TO MAY 2023
LONGDAN LTD

Senior HR Admin

UK office

- Recruit, including job postings, resume screening, interviewing, and reference checks
- Follow starter and leaver process.
- Coordinate and execute employee onboarding and orientation programs
- Developing and implementing HR policies and procedures
- Arrange working schedule for staff every week
- Attendance monitoring and payroll calculation.
- Follow and enforce company policy base on UK law if any.
- Manage and control employee database.
- Take responsibility for admin task (send contract, send handbook, follow paperworks etc.)


VN office

- Follow the domestic delivery and deliver to relevant departments.
- Preparing welcome drinks (tea, coffee, soft drinks, etc.) & lunch for clients when they visit.
- Take responsibility for company's travel arrangement: car/taxi arrangement, booking hotel, air ticket...
- Take responsibility for meeting arrangement;
- Take responsibility for all company events/ activities;
- Periodically evaluate and select company's best suppliers;
- Manage & ensured cleanliness, orderliness and professionalism
- Manage company's cleaners & driver
- Manage attendance checking report, Org-chart & Employee List
- Contact & supervise vendor for work permit/ TRC/ visa for foreigner co-worker.
- Arrange & support new comer according to company's process
- Do HR & Admin paper work




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NOV 2019 – JAN 2022

KKDAY VN

Lead HR Generalist

- Take responsible for full cycle of hiring in VN office (post job, screen CV, interview, send offer, process on-board, etc.)
- To handle all administration task for VN office and regional offices.
- Manger petty cash
- Perform regular payment/claim for offices in an efficient timely and accurate manner.
- Book flights , accommodation, etc.
- Manage inventory control (stocks, office stationery, etc.) are replenished accordingly.
- Manage common utilities in VN office.
- Mange SHUI (social insurance, health insurance, unemployed insurance)
- Work with vendor about PIT
- Ensure all documents are kept and maintained in safe custody.
- Any other job-related duties as assigned by the manager.

MAY 2016 – OCT 2019

ICONIC JAPANESE COMPANY

Senior Recruiter

- Identify potential candidates who match job requirements and then contacting them about available positions
- Advertise open positions on various platforms and external networks
- Screen candidates, reviewing resumes, job applications, and performing phone screenings
- Manage the overall interview, selection, and assist in the candidates hiring process.