

# HIEN HUYNH

Human Resources  
Manager



## PROFILE

With nearly ten years of experience in HR Generalist, included over two years in the Human Resources-Admin Manager role. Most of the time, I have worked at SMEs and have exposure to the environment in IT, supply chain, hospitality, hospital and trading, which requires the ability to multitask, work under high pressure and possess an excellent sense of responsibility.

Having a well-rounded background from the University of Economics Ho Chi Minh City, majoring in HRM in 2013; completing the 2nd Degree in Law at Ho Chi Minh City University of Law in 2017 and the practical Human resources Director course in 2021 helped me have a solid stepping stone to cover all aspect of HR & Admin Department, especially in talent acquisition, regulation and employee engagement. It would be a great point to help me succeed in this position.

An optimist, moderate, creative, strong in communication and management skills; I always improve, develop myself, and be serious in my career to carry out the mission of bringing great values to others and community.

I am confident that when I meet a psychological and trusting boss, I will bring excellent results to the company.

## CONTACT

**PHONE:**  
034 977 0145

**EMAIL:**  
[Hienhuynhus91@gmail.com](mailto:Hienhuynhus91@gmail.com)

## EDUCATION

**University of Law Ho Chi Minh City**

2015 - 2018

**University of Economics Ho Chi Minh City**

2009 - 2013

## CERTIFICATE

**HR International Center**

- ✚ Practical Human Resources Director - 2021
- ✚ Practice Building Salary System by 3P & KPIs - 2021
- ✚ Practice declaring and finalizing personal income tax - 2019

**PACE**

- ✚ Effective assignment and delegation skills - 2015
- ✚ Interviewing skills - 2014

**Elite Hospitality Group** - 2012

## WORK EXPERIENCE

**DIGISOURCE - OPERATION MANAGER (Part-time)**

12/2021 - Now

*Digisource provided **recruitment services** with the motto "Right People In The Right Place Create Excellent"*

- ✓ Consulting, supporting to handle problems on building team, employee relations
- ✓ Handling contracts, social insurance, PIT, administrations, recruitment, skills training, document, salary management, etc.
- ✓ Monitors the internal operation to builds a positive and healthy working environment

**ASIA FOOD & BEVERAGE CO., LTD - HR & GA MANAGER**

06/2020 - 03/2022

*Asia Food & Beverage Co., Ltd is a professional and leading **beverage manufacturer and exporter**, based in Vietnam.*

- ✓ Manage the staffing process, including attracting, interviewing, hiring and onboarding
- ✓ Act as a linkage between management, company and staff; consult to CEO about staffs' feedback/issue and propose solutions
- ✓ Collaborate with the head of the department to build personal KPI and ensure employees understand their job responsibilities
- ✓ Designing and implementing company policies that promote a healthy work environment
- ✓ Maintain and enhance employee benefits programs, including compensation, health insurance, expenses, vacation, and other personnel packages
- ✓ Implement payroll, register Tax code, PIT, social insurance as well as related issues
- ✓ Manage all administration activities and budgets
- ✓ Ensure legal compliance throughout human resource management

**MYAN COMPANY - CEO ASSISTANT**

03/2019 - 06/2020

*Myan Company - is a start-up company which focus on **computer programming and consultancy services** in Japan market.*

The position of CEO Assistant on behalf of the CEO performs the administration of the company and handles:

## HOBBIES

- Listening YouTube
- Jogging
- Reading book, HR documents

## SKILLS

- Strong in HR legislation and HR practices
- Strong analytical and problem-solving skills
- Well organized
- Proactive with a positive attitude
- Open to learning, adaptable and flexible.

- ✓ HR and administrative
- ✓ Accounting
- ✓ Working with government agencies or third-parties and other tasks following CEO requirement.

### CEL CONSULTING – HR EXECUTIVE

06/2018– 02/2019

*CEL Consulting is a unique firm specialized in **Supply Chain Management** in emerging markets.*

- ✓ Delivering a professional recruitment & on-boarding experience to successful candidates
- ✓ Supporting to retain and developing talents align with the company's culture
- ✓ Manage HR issue (annual leave/sick leave policy, security policy, assets management policy, health-check, annual review, ...)
- ✓ Well-organized HR documentation and regular legal HR updates
- ✓ Supervising subordinates (chef, cleaners).
- ✓ Plan and deploy team activities, company program to get high team spirit
- ✓ Perform other ad-hoc duties as assigned by the CEO.

### HANH PHUC INTERNATIONAL HOSPITAL – TALENT ACQUISITION

09/2017– 05/2018

*Hanh Phuc International Hospital is a well-known **hospital of choice for women and children**.*

- ✓ Attracting talents and delivering a professional recruitment & on-boarding process.
- ✓ Design the selection matrix for choosing the optimum recruitment channel and recruitment source.
- ✓ Build quality relationship with internal customers and external recruitment agencies.
- ✓ Interview candidates for all levels with service leaders/managers
- ✓ Monitor the labor legislation and implement required changes to maintain process compliance.
- ✓ Act like a mediator to calm down, get information and solve problem, do exit interview.
- ✓ Support HR team and HR Department in record profile, admin tasks and activities in the hospital.

### FLOWARE – HR & ADMIN

03/2014– 07/2017

*Floware (former is Left Coast Logic VN) is a leader in **building innovative software** to transform the way people live, play, work, and learn.*

HR & Admin Officer responsibilities in processing employee data, updating company policies, doing hiring process and in charge all company activities, and focus on 4 key functions:

1. Recruitment and onboarding
  2. Staff Management (leave, benefits, labor support...)
  3. Labor Union, Government and Employee Relation (activities, troubleshooting and government relations)
  4. Administration (HR documents, office manage, ...)
-