



Nguyen Thanh Dat

Human Resources

OBJECTIVE

Certified professional with 5+ years of experience of fulfilling organizational staffing requirements by screening potential candidates. Extensive background in HR domain and expertise in team building, negotiating salary, and writing corporate management policies.

CONTACT



02/04/1989



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SOCIAL



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SKILLS

● MICROSOFT OFFICE SUITE, HRM SYSTEMS KRONOS



● PAYROLL MANAGEMENT AND EMPLOYEE WELFARE



● EXCELLENT COMMUNICATION AND SOCIAL SKILLS.



● ABLE TO FLUENTLY SPEAK ENGLISH



WORKING EXPERIENCES

📅 **HR ASSISTANT MANAGER / AAI COMPANY** (05/2015 - Present)

- Assisting with senior HR managers for screening candidates and conducting employee orientations
- Revising job descriptions across all levels and in more than 25 categories on various job portal sites
- Checking online presence of applicants by viewing their LinkedIn profile and social media pages
- Initiating recruitment section on company website to enable online screening of potential candidates that cut recruitment cost by 25%
- Motivating employees by conducting weekly inspirational sessions
- Successfully recruited a team of 30 freshers and planned their training programs
- Played a pivotal role in designing the test paper for entry-level candidates
- Assisted senior hiring managers in conducting interviews

📅 **HUMAN RESOURCE COORDINATOR** (04/2012 - 04/2015)

/ CCI COMPANY

- Invited executive level experts to conduct seminars for employees on evolving industry standards and practices to be followed at workplace
- Maintained payroll and personnel records for 200+ employees and handled 4 branches of the firm within the area
- Screened 50 job applicants in a week when recruitment process was started to handle expanding business
- Delivered change management solutions by coordinating cross-functional teams to achieve monthly targets
- Negotiated more than 100 salary packages to get talented individuals on board
- Check background of applicants utilizing various network channels
- Performed verification duties by using references provided by candidates once they were selected for the final interview
- Maintained employee files and performance records to award top performing employees

EDUCATION

📖 / FOREIGN TRADE UNIVERSITY (04/2007 - 03/2012)