

NGUYEN THI KHANH TAM

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I am a growth-mindset kind of person who always upgrade myself through studying. I believe that nothing is impossible if we want to work on it. And with the love for Human Resources field, employee management/engagement is my goal in life for next three or five years, to contribute my enthusiasm for both the employer and employees in their path of success.

“Hire character, train the skill”

After observing the employee life cycles for years, it has become apparent that each stage holds considerable significance, with recruitment emerging as the most critical phase. Securing the finest candidates is a formidable challenge, but retaining them proves even more arduous. I consistently prioritize the identification of candidates who seamlessly align with our company's culture, leveraging comprehensive training and engaging activities to foster enduring connections with the organization.

PERSONAL SKILLS

- Excellent organizational and leadership skills
- Strong management, analytical, problem-solving, and reporting skills
- Well organized, proactive with a positive attitude
- Adaptable, flexible, people oriented
- Outstanding communication, interpersonal and negotiation skills
- Excellent communication in English (04 skills)

EDUCATIONAL QUALIFICATIONS

- Bachelor in Psychology – University of Social Sciences and Humanities (2023 - 2025)
- Bachelor in English - Hue University of Foreign Languages (2007 – 2011)
- Professional in Human Resource – VinaTrain HCM
- People Analytics course by University of Pennsylvania (online course via Coursera)
- The Science of Well-being by Yale University (online course via Coursera)
- Nutrition Course by Shaw Academy (online course)

PROFESSIONAL EXPERIENCE

Human Resource Manager - IT start-up company (BLOCKCHAIN)

Apr 2021 – Aug 2023

(02 years and 04 months)

- Managing employee life cycle activities from recruitment, onboarding to off boarding
- Driving the HR activities including but not limited to Compensation & Benefits, Talent Acquisition, Employee Relations, Learning & Organizational Development, Create HR infrastructures, and making recommendations with regards to HR systems, talent management.
- Co-ordinating/Supporting the Technical Training Manager to continuously improve the quality of technical training/learning materials; sourcing, evaluating and selecting external training/learning vendors to meet the learning needs
- Evaluating the learning efficiency and following up the returns on investment in learning
- Monitoring, managing L&D activities within approved budget
- Communication and Employee Engagement
- Leading other corporate social responsibility (CSR) events

Hanh Nguyen Consulting company

Jan 2018 – Dec 2020

Operation Manager

(02 years and 11 months)

- Building up and maintaining the Human Resource management system
- Reviewing, developing and implementing HR strategies, internal policies, HR manuals, to be in line with the Company's strategies and values.
- Dealing with complex disciplinary/grievance and HR issues, using HR and company knowledge
- Managing all outgoing and incoming payments, set up forecasting and budgeting; payroll and reports arrangement

- Annual HR-Admin and project budget forecasting; and expending the budget in optimal and efficient way
- Arranging payroll, insurance, compensation, and benefits.

Shelf Drilling Inc - Oil and Gas Company (UAE area)

Dec 2014 – Dec 2017

Project Administrator cum Human Resource Representative

(03 years and 0 month)

- Taking full responsibility in all spectrums of Human Resources, Admin and legal functions including manpower plan and budget, recruitment, compensation & benefit, learning & development, labor relations, health and safety, company policy and procedures.
- Ensuring legal compliance throughout human resource management.
- Promoting & maintaining a harmonious and trust culture between management and employees within the organization
- Annual HR-Admin and project budget forecasting; and expending the budget in optimal and efficient way
- Arranging payroll, insurance, compensation and benefits. Conducting yearly performance evaluation and recommend right salary (review) for performance and salary benchmarks where available
- Office administration, purchasing and asset management

Shelf Drilling Inc - Oil and Gas Company (Vietnam - HCMC)

Nov 2013 – Dec 2014

HR and Admin Specialist

(01 year and 01 month)

- Managing immigration paperwork for crews and office staffs
- Preparing necessary documents for related government offices such as insurance, tax, union
- Recruiting and managing service providers, suppliers, and vendors for office and projects; contracts management.

Personal Assistant @ Halliburton International Inc.

Mar 2013 - Nov 2013 (08 months)

Registrar Officer @ Saigon Institute of Technology College

Oct 2011 – Dec 2012(01 year and 02 months)