



BUI THI KIM NHUNG

SENIOR HR & GA LEADER

CONTACT INFORMATION

Ho Chi Minh City, Vietnam

(+84) 909 220 193

aqua22011510@gmail.com

aquanhung-hr.pages.dev

CORE VALUE PROPOSITIONS

0-to-1 System Builder

Architecting enterprise Grading, Appraisal & C&B structures from zero.

State Audit & Compliance

1-day DOLISA approval; 100% clean record across Tax & SHUI audits.

Lean Cost Optimizer

Cut personnel cost by 10%, reduced vendor spend 10-15% with zero overruns.

KEY EXPERTISE

- Total Rewards
- C&B Structuring
- Cadena HRIS
- Base HRM
- Labor Code
- DOLISA Regulations
- Expat Management
- Vendor Negotiations
- Lease Contracts
- Team Coaching (x4)
- KPI Appraisals
- Power BI & Query

TARGET EXECUTIVE LEADERSHIP

SENIOR HR & GENERAL AFFAIRS MANAGER | TOTAL REWARDS MANAGER | HEAD OF HR & ADMIN

Accomplished Senior HR & General Affairs Leader with 7+ years of progressive management experience in fast-growing multinational (FDI) environments. Proven '0-to-1 System Builder' skilled at establishing enterprise HR infrastructure from scratch, standardizing corporate governance, and driving lean operational efficiency. Track record of cutting personnel expenses by 10%, optimizing vendor procurement by 10-15%, sustaining >96% employee satisfaction, and maintaining a 100% clean record across statutory government audits (Tax & Social Insurance). Adept at bridging strategic communication between Corporate Headquarters and local operations while developing high-performing, empowered teams.

-10%
PERSONNEL COST

99%
HRIS ACCURACY

100%
AUDIT CLEAN
RECORD

>96%
STAFF SATISFACTION

PROFESSIONAL WORK EXPERIENCE

KINTETSU WORLD EXPRESS

Ho Chi Minh City, Vietnam

Human Resources & General Affairs Assistant Manager

04/2023 - 10/2026 | Scope: 350+ Headcounts Nationwide

- 0-to-1 Foundation & Systems Architecture:** Built comprehensive foundational enterprise infrastructure from the ground up, establishing Employee ID systems, digitized personnel databases, automated payslip distribution, and authoring mandatory corporate SOPs (Discipline, Termination, Promotion, and Expatriate lifecycle).
- Total Rewards Strategy & Cost Optimization:** Formulated and executed the 3 core pillars (Grading System, Performance Appraisal System, C&B Frameworks), delivering a 10% reduction in personnel overhead while sustaining an employee satisfaction and retention rate exceeding 96% year-over-year.
- HRIS Digital Transformation (Cadena & Base):** Directed the nationwide migration to Cadena HRIS across 300+ headcounts within 12 months; achieved 99% data integrity, compressed monthly payroll processing from 3 days to 1 day, and eliminated manual spreadsheet evaluations to save 3 full working days per review cycle.
- Regulatory Compliance & State Audits:** Authored and registered comprehensive Internal Labor Regulations approved by DOLISA in a record turnaround of 1 day. Directly spearheaded and defended 2 comprehensive statutory state audits (Tax & Social Insurance), achieving a 100% clean record with zero non-compliances and zero financial penalties.
- General Affairs & Strategic Cost Optimization:** Directed nationwide facility administration and expat operations, securing a 100% approval rate for all Japanese expatriate work permits and visas. Renegotiated commercial lease agreements and restructured vendor contracts, capturing 10-15% in operational cost savings with zero budget overruns. Organized the milestone first-ever unified North-South nationwide teambuilding in the company's 18-year history.
- Leadership & Talent Acquisition:** Managed and empowered a direct team of 4 specialists (Recruitment & Appraisal, C&B, Administration), cultivating junior members and promoting 1 specialist to Supervisor. Advised executive management on critical hiring and salary negotiations, maintaining an >85% probation pass rate and 100% on-time fulfillment for key business roles.

EDUCATION

Bachelor of Business Administration

HUFLIT UNIVERSITY

Graduated: 2015 | HCMC

TECHNICAL & HRIS

Cadena HRIS (Payroll)

Base HRM (Time/Attend)

Power BI (Dashboards)

Power Query (ETL)

Advanced Excel

Digital File Archiving

LANGUAGES

English

Upper-Intermediate

Vietnamese

Native

COMPLIANCE MILESTONES

1-Day DOLISA Approval

Record registration of Internal Labor Regulations.

2x State Audits Cleared

Tax & SHUI audits passed with 0 penalties & 0 violations.

100% Expat Visa Approvals

Zero delays for Japanese HQ expatriate work permits & TRC.

Historic 18-Yr Milestone

Directed 1st nationwide unified North-South corporate teambuilding.

PROFESSIONAL EXPERIENCE (CONTINUED)

KINTETSU WORLD EXPRESS

Ho Chi Minh City, Vietnam

HRBP Specialist

04/2022 – 03/2023

- Competency & KPI Frameworks:** Initiated and rolled out competency grading frameworks, KPI appraisal matrices, and tailored compensation structures supporting business growth.
- Strategic Business Partnering:** Partnered closely with Division Directors and Line Managers to address organizational concerns, resolve employee relations issues, and ensure strict compliance with HR policies.
- People Development:** Supported departmental heads in performance counseling, capability assessment, and succession planning.
- Corporate Engagement:** Spearheaded cross-departmental engagement programs and internal communication campaigns, boosting workplace morale and team alignment.

KINTETSU WORLD EXPRESS

Ho Chi Minh City, Vietnam

HR Specialist

12/2020 – 03/2022 | Scope: 150 Headcounts

- End-to-End HR Operations:** Administered full-cycle HR operations including recruitment, onboarding, training administration, employee relations, and C&B execution.
- HRIS Setup (Base HRM):** Implemented Base HRM for 150 headcounts, optimizing daily time-and-attendance tracking and centralized employee records.
- Labor Compliance & Reporting:** Handled labor contracts, social insurance documentation, and statutory reporting in full compliance with local labor authorities.

LE & ASSOCIATES

Ho Chi Minh City, Vietnam

C&B Executive

09/2019 – 09/2020 | Scope: 5,000+ Headcounts Across Diverse Client Portfolios

- High-Volume Payroll Management:** Managed and audited end-to-end monthly payroll processing for 5,000+ employees across diverse client industries.
- Client & Vendor Coordination:** Liaised directly with corporate clients and internal teams to deliver seamless, compliant payroll outsourcing services.
- Statutory Reconciliations:** Prepared and reconciled mandatory statutory filings, including Personal Income Tax (PIT), Social, Health, and Unemployment Insurance (SHUI), and headcount declarations.
- Data Analytics & Advisory:** Conducted C&B data analytics and regulatory trend reporting to support executive decision-making.

HR2B

Ho Chi Minh City, Vietnam

Payroll Staff

06/2018 – 08/2019 | Scope: ~3,000 Headcounts

- Statutory Payroll Execution:** Processed monthly payroll computations, PIT finalizations, and social insurance declarations for approximately 3,000 employees.
- Personnel File Governance:** Maintained employee master database and personnel files in strict compliance with statutory documentation guidelines.
- Regulatory Filing Punctuality:** Submitted mandatory compliance reports to government authorities on schedule with zero delays.