



DUYEN NGUYEN

WORK EXPERIENCE

Talent Acquisition Supervisor

Jan 2025 - Now

Senior Talent Acquisition Specialist (Acting Supervisor)

Jan 2022 - Dec 2024

Talent Acquisition Specialist

Oct 2020 - Dec 2021

Hayat Kimya, Vietnam (the world's 4th largest baby diaper manufacturer)

- Reporting to Human Resource Manager and managed 1 team member.
- Managing and executing the recruitment end-to-end process across all functions excluding the production department at all position levels.
- Consulting Top management and Hiring Managers for suitable recruitment requirements and right selection based on the business understanding and marketing information.
- Proposing the offers to HRM, General Manager and VP, negotiating approved offers with candidates and handling their onboarding process.
- Taking responsibility of the recruitment reports and analysis to the HQ and management team weekly/monthly.
- Support employee engagement activities and company activities (launching, sales audit).
- Support the recruitment of Hayat Thailand and Malaysia.

Achievement:

- Successfully led the recruitment project for Hayat setup during the COVID-19 period with 102 placements (60% sales position) across all levels, earning strong recognition from management.
- Successfully convinced management to restructure the Marketing team, aligning it with Vietnam's FMCG industry practices. Filled critical roles such as MT Manager, KAMs, SBM, Purchasing Manager and Finance Manager, saving 50% of the 2021 recruitment cost.
- Successfully stabilized the Head team: Sales Director, MT Head, Head of Trade , Marketing Manager through utilizing in-house sourcing tools under tight deadlines.
- Received Talent Acquisition Excellence Reward

Talent Acquisition Specialist

Jul 2019 - Jul 2020

Geek Up, Vietnam (Product Development)

- Managed the full recruitment life cycle, from sourcing to onboarding, ensuring positive candidate experience.
- Professionally sourced, screened, and evaluated candidates using structured HR techniques to ensure high-quality hires.
- Led the Geek Trainee Program, creating an evaluation plan aligned with organizational levels to assess and develop future talent.

Recruitment Consultant

Apr 2018 - Jul 2019

Researcher

Jun 2017 - March 2018

Talentnet, Vietnam (HR Services)

- **Industry in-charge: Healthcare, FMCG, Chemical & Mechanical Trading.**
- Consulted clients on recruitment activities, talent mapping, and localization needs.

Achievements:

- Promoted twice in two years for exceptional recruitment performance.
- Successfully filled management and junior roles in niche industries.
- Achieved highest monthly placements in Q4 2018 and joined the Diamond Club in Q1 2019 for exceeding targets by 100% in two consecutive quarters.

EDUCATION

Business Administration Degree

2023 - 9/2025

Hoa Sen University

Business English Degree

2013 - 2016

College of Foreign Economic Relations

PROFESSIONAL COURSES

Talent Acquisition Certificate - HRIC

2026

Employer Branding - Talent Brand

2026

IELTS Certificate - 7.0

EXTRACURRICULUM ACTIVITIES

Career Mentor and Speaker of University Students

2024 - Now

HR Companion & Social Golden Times

- Mentoring more than 100 students from FTU, Mo University, UIH, Dong A University, UEF, Hung Vuong University on CV writing skills, application skills and interview skills.
- Be the main speaker of the Level Up Workshop with 80-100 attendees

The judge

2024 - Now

Internship Race, HR Sandbox and Management Trainee Competition

Speaker

2024 -2025

Sharing HR knowledge to 100 TDTU students majoring HR and consult 10 core members's career and internships

Mentor

2026

IUH Mentoring - Career personal development program

Core team member of Team Ngheo

Actively participate in organizing game booths or free supermarkets for 200-300 children in difficult circumstances yearly

2023 - Now