



NHAM THI THANH HUYEN

Office Manager

CONTACT

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EDUCATION

🎓 **Foreign Trade University**

Bachelor of Economics | 2005 - 2009

🎓 **Hanoi University of Technology**

Bachelor of Foreign Languages |
2000 - 2005

MEMBERSHIP

Human Resources Association of Viet Nam (HRA)

LANGUAGE

Vietnamese

English

INTRODUCTION

Nham Thi Thanh Huyen is now acting as the Office Manager of NHQuang&Associates. Accompanying the firm from its very first step of establishment, Huyen has a close connection, sharing and commitment to the missions and core values of the firm..

She is in charge of human resource management and communication, and leads the Translation division of the firm.

Huyen is a member of Human Resources Association (HRA) with approximately 400 members being Human Resource Manager or Human Resource Directors of various companies in Viet Nam, and she is HRA's Deputy Manager of the Member Development Division.

ACADEMIC ACTIVITY

- Corporate Culture Development and Governance, Winajob School, 2023
- Managing People, a training course by ACT, 2007
- Informatics engineering, École des Informatique Techniques de Hanoi, 2004
- Basic Accounting Training Course, National Economics University, 2003

TYPICAL RESEARCH

Participating in many research projects of the organization as project assistant, project officer, data processing specialist; Engage in data collection, field investigation in a number of sociological survey projects. Some of the projects include:

- **Provision of legal services to CFC on operating model and aid receipt**, 2022
- **Legal support lectures for enterprises**, the Inter-sectoral Legal Aid Program for enterprises conducted by the Ministry of Justice, 2019 - 2022
- **Study on “The Right to Adoption of LGBT in Vietnam - Situation and Recommendation”**, under Project of “Support to Strengthen Lesbian, Gay, Bisexual, and Transgender (LGBT) CSOs in Vietnam”, 2014
- **Initiatives to Increase Protection of Women’s Land rights in Vietnam**, under the Project “Empowerment of Women to Claim their Land Rights” (Project 61404), requested by UNDP, 6/2013
- **Assessment of one-year Implementation of Circular 70/2011/TT-BCA and the Regulations on Coordination between Vietnam Bar Federation and the Supreme People’s Procuracy**, requested by JPP and VBF, 2013
- **Survey on Court Administration in Viet Nam**, under the Project “Strengthening Access to Justice and Protection of Rights”, sponsored by UNDP, steered by the Judicial Reform Secretariat of Judicial Reform Steering Committee, 2011 - 2013
- **Study on “Research and Advocacy for Improved Access of Family Members to Pre-trial Detainees”**, requested by Swiss FDFA in collaboration with CRIGHTS under the Law Faculty of Hanoi National University, 12/2012 - 12/2013
- **Study on “Improving competition capacity for café & warehouse sector through reforming legal issues and administrative procedures”**, requested by IFC under World Bank, 2009 - 2013
- **The Availability of Legal Services for People Living With HIV and Key Populations**, requested by UNDP and UNAIDS, 2011 - 2012
- **Engaging in the Project 30 on Administrative Procedures/Regulatory Reform**, requested by IFC under World Bank in coordination with the Task Force for Administrative Procedure Reform under the Project 30, 2009 - 2012

PRACTISING EXPERIENCE

Engaging in daily operation activities of NHQuang&Associates in several aspects to formulate, sustain, and develop the organization, varying from human resource management, communication management, etc. The below are some typical activities:

HR Management

- Formulating, maintaining and developing communication channels of the firm, varying from website, fanpage, LinkedIn, Google Business, etc.
- Conducting HR administration and governance.
- Staff management and Talent Acquisition and Management.

- Developing and managing the corporate culture.
- Advising the firm leaders in strategies, policies, and decisions relative to human resources

Communication

- Formulating, maintaining and developing communication channels of the firm, varying from website, fanpage, LinkedIn, Google Business, etc.
- Managing and developing communication contents of the firm.
- Developing the internal communication system.
- Formulating the content planning and holding key responsibility for communication publications.

Translation

- Being in charge of translation and editing English - Vietnamese contents of documents drafted, consulted and revised by NHQuang at the request of clients.
- Translating and being responsible for the language of the documents related to internal operations, transactions, and other activities of the firm upon request for use of English version.
- Translating and controlling the quality of translation conducted at the request of clients, including different types of documents (contracts, introductions, technical instructions, transaction documents, financial statements, legal documents, etc.) in many diverse fields (science, finance, technology, humanitarian activities, etc.).

Internal Governance and Compliance Monitoring

- Developing the organization's internal management procedures.
- Advising the firm's leaders (managers of departments) in developing internal operational regulations, policy systems, etc.