



NHAM THI THANH HUYEN

Office Manager

CONTACT

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EDUCATION

🎓 **Foreign Trade University**

Bachelor of Economics | 2005 - 2009

🎓 **Ha Noi University of Technology**

Bachelor of Foreign Languages |
2000 - 2025

MEMBERSHIP

- Human Resources Association of Viet Nam (HRA)
- Technical Committee of Vietnamese National Standard TCVN/TC 260 Human resource management - Workforce planning

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 Vietnam, and she is HRA's Deputy Manager of the Member Development Division. From June 2024, Huyen was appointed as a member of the Technical Committee of Vietnamese National Standard TCVN/TC 260 Human Resource Management - Workforce planning to engage in the development and standardization of national standards on human resource management in Vietnam.

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 NHQuang&Associates as a project assistant, project officer, data processing specialist; Engaging in data collection, field investigation in a number of sociological survey projects. Some of the projects include:

- **Study on “The Right to Adoption of Lesbian, Gay, Bisexual, and Transgender People in Vietnam: Reality and Recommendations”**, 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 Project “Empowerment of Women to Claim their Land Rights” (Project 61404), requested by United Nations Development Programme (UNDP), 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 Vietnam Bar Federation, 2013
- **Survey on Court Administration in Vietnam**, under Project “Strengthening Access to Justice and Protection of Rights”, requested by United Nations Development Programme (UNDP) and 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 Law Faculty of Hanoi National University, 2012 - 2013
- **Study on “Improving Competition Capacity for Café & Warehouse Sector through Reforming Legal Issues and Administrative Procedures”**, requested by International Finance Corporation (IFC) under World Bank, 2009 - 2013
- **The Availability of Legal Services for People Living With HIV and Key Populations**, requested by United Nations Development Programme (UNDP) and The Joint United Nations Programme on HIV/AIDS (UNAIDS), 2011 - 2012
- **Engaging in the Project 30 on Administrative Procedures/Regulatory Reform**, requested by International Finance Corporation (IFC) under World Bank in coordination with Task Force for Administrative Procedure Reform under Project 30, 2009 - 2012.

WORK 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 and developing the human resources and HR management system.
- Conducting HR administration and governance.
- Conducting talent acquisition and management.
- Engaging in developing and managing the corporate culture.
- Advising the firm leaders in strategies, policies, and decisions relative to human resources.

Internal Governance and Compliance Monitoring

- Developing internal management procedures.
- Advising the firm leaders in developing internal operational regulations, policy systems, etc.

Communication

- Formulating, maintaining and developing communication channels, varying from website, Facebook, LinkedIn, Google Business, etc.
- Managing and developing communication contents.
- 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 the firm.
- Translating and being responsible for the language of documents related to internal operations, transactions, and other activities upon request for English version.
- Translating and supervising the quality of translations conducted, including different types of documents in diverse fields.