



Nguyen Ngoc Phuong
IT supervisor



PROFILE

Full name: Nguyen Ngoc Phuong
Place of birth: Cai Lay-Tien Giang

Date of birth: January, 28th 1985

[Redacted] th 2022

RELEVANT SKILLS

** Foreign Language: English level B*

**Computing skill:*

-MS Window: good (XP, Vista, Win 7, Server 2003, Server 2008)

-MS Office: good

-Applications: good

-Antivirus: good

-CCNA: good

EDUCATION

Information Technology - Cuu Long University – Vinh Long 2003-2007

CCNA - University of Science HCM City – Ho Chi Minh 2011

1. IT Specialist (7 years, Nov 2014 – now)



Main task:

- Support users to handle computer-related errors
- Domain Controller system management
- Manage Application server system and Oracle database
- Manage ERP system and develop new service features job
- Manage website and internal mail

Last salary: 18.500.000 VND

2.



- Support all Bank's users on fix basic computer errors via telephone, remote software, location chat...
- Install operating system, software applications, printer, scanner, fax.....
- Set client PC connect to mail, internet and another applications of the

Bank's system

- Grant locking and delete user rights on the system software and computer systems of the bank.
- Fix transaction support ...
- Create the Policy rules of all user in domain "dongabank.com.vn"
- Run End Of Day system for Core banking and Visa Card
- Develop more useful tools and applications for users and for ITC
- Do some other work center upon request from the Board of Directors

Last salary: 8.500.000 VND

3. IT Manager (4 years, Jan 2009 – July 2012)

H.A.I Agrochem Joint Stock Company – HCM City-Viet Nam

Main task:

- Support users on fix basic computer errors via telephone, remote software, location chat...
- Install operating system, software applications, printer, scanner, fax.....
- Maintenance, fix and installation of computer hardware.
- Do some other work require by head.
- Site-management and the internal forum of the company.
- Participate in project construction web-site and the new ERP program for the company.
- Maintenance the ERP and HRM system

Last salary: 7.000.000 VND

4. Sales person (1 year, Oct 2007 – Sep 2008)

Viettel Telecommunications corporations – Tien

Giang Brand Main task:

- Search for customers, consultants and sell the services of Viettel
- Care agents, the sale of the company to boost business phone sim and scratch cards
- Taking care of large customers, VIP customers of the branch
- To coordinate other departments to promote sales of the branch business

Last salary: 3.000.000 VND

OTHER SKILLS

- Negotiations: good
- Communication: good
- Telephone communication: good
- Convince: good

REFERENCES

- Nguyen Tuan Vu Web developer – Mekofa Co.ltd-HCMC
[REDACTED]
[REDACTED]
- Nguyen Ngoc Toan PM- Gold Machine Co.ltd-HCMC
[REDACTED]
[REDACTED]