

CURRICULUM VITAE

PERSONAL PROFILE

Full name VU TRUNG NGHIA
Date of birth 18/03/1989
Gender Male
Marital status Married



Go Vap District, HCMC

EDUCATION

2013 – 2015 University of Transport , HCMC
Major: Information Technology (IT)

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RELATED CERTIFICATE

- Web Developer: PHP - Nhat Nghe Information Technology Center
- MCSA (Microsoft Certified Solutions Associate)

WORKING EXPERIENCE

IT Specialist

Viet Bay Travel Agency
2016 - Now

- Install, repair, and manage the company's computers and those of other branches.
- Operate and administer systems, network, server, Vmware, NAS, VoIP, Cameras, printer,...
- Manage and update the website, ensure the company's software operates smoothly.
- Support company employees in using the software.
- Regularly back up the company's data.
- Provide computers and peripheral devices to employees, set up new users' accounts and profiles, and manage user accounts on the system.
- Install hardware, repair & maintain: laptop, printer, photo machine,...

IT and Marketing Executive

Vietlux Company

2014 – 2016

- Team leader of group 5 persons
- Manage Facebook accounts and coordinate with Marketing online department
- Solve all upcoming issues involved in Facebook accounts and Skype

IT Staff

Proview Real Estate Company

2011 – 2013

- Create sites: Wordpress, Blogspot and social pages to support sales department
- SEO websites, manage company's websites
- Update information regularly for company websites
- Responsible for managing and setting company's computers
- Solve, fix hardware and software 's problems

Receptionist

Sao Mai Garden

2010-2011

- Manage room check- in, check - out
- Solve guests' requirements

SKILLS

- Programming Language: PHP
- Knowledge of HTML, CSS, MySQL
- Knowledge of office computer: Microsoft Word, Excel, PowerPoint
- Software: Adobe Dreamweaver, Proshow Producer
- Operating system: Window, Window Server
- Communication, solving problem, independent and team work skills
- English: B certificate

ADDITIONAL INFORMATION

PERSONAL CHARACTERISTICS

- Learning desire and responsible for work
- Honest, careful and friendly
- Quickly adapt and willing to work under pressure

HOBBIES

- Listen music, watch movies, travel
- Badminton and football