



## CANDIDATE ASSESSMENT REPORT

POSITION: BrSE/PM

NAME: Do Doan Hieu

GENDER: Male

DOB: September 24th, 1991 (30 years old)

### I. WORKING EXPERIENCES IN DETAIL

❖ **09/2018 - 12/2019**      **Bridge System Engineer / Project Manager**  
**FPT Software Japan - Tokyo**

- Managed "International Credit Card brand connection system" project for Softbank – Japan:
- + Analyzed, wrote basic designing documents for system
- + Demonstrated and explained professional requirements for off-shore team in Vietnam (20 employees)
- + Controlled progress and quality of projects

❖ **01/2020 – Present**      **Bridge System Engineer / Project Manager**  
**FPT Software Japan - Tokyo**

- Managed Migrating Projects in Finance – Banking field that their end users are Japanese banks (Team size: 15 – 25 employees)
- Was in charge of below tasks at the Project Manager position:
- + Made plans managing risks and quality
- + Built project deployment plans, made quotation, and negotiated contracts with clients
- + Made plans, assigned work for team members and ensured project progress
- + Recruited and allocated workforce according to each period of projects
- + Gave trainings and career developing orientation for employees
- + Collaborated with related departments to ensure quality of projects
- + Made quality and progress reports for customers and BOD

❖ **06/2015 - 08/2018      Operation Planning Dept's Leader/ Project Manager**

**HAL VIETNAM Co.,LTD**

- Managed "Integrated Production Database Management System (IPS) system deployment and operation" project with functions below:

- + Made the monthly material plans and purchased (imported) components and packaging material for products
- + Managed/ Controlled outsourcing manufacturing progress
- + Built long-term investment plans for factories (equipment, machines, etc.) and made the capital investment analysis

❖ **02/2015 – 05/2015      SME Customers Relationship Executive**

**Military Commercial Joint Stock Bank - MB Bank (Hoa Binh Branch)**

- + Expanded and developed network of new enterprising customers
- + Consulted and provided SME fundamental services and products for customers' demand

**II.      QUALIFICATION IN DETAILS**

- 2009 - 2013: Foreign Trade University, Hanoi;  
Major in International Business Administration, Excellent student with GPA 3.2/4.0 (8.0/10.0)
- 2006 - 2009: Hoang Van Thu Gifted High School, Hoa Binh; Excellent student

**Other Courses/Qualifications/Training**

<b>Courses</b>	<b>From - To</b>	<b>Qualifications/ Certificates</b>
Project Management Professional Course	10/2020	PMP Certificate
Integrated Production Database Management System	10/2015 - 12/2015	(Short-term Training in Hiroshima city, Japan)
Building and Managing E-commerce Website – Online Sales	02/2012 - 04/2012	Certificate of Vietnam E-commerce Association
Microsoft Office Specialist Certification	2012	Certificate of Microsoft Corporation

**III.      SKILLS**

Project management skills - Good

- Well practiced Project Management based on PMP standard
- Achieved PMP certification in October, 2020



Language(s)

- Japanese: N2 level - Good at listening, speaking, reading and writing skills
- English: Good at English communicating skills

Computer - Excellent

- Mastered softwares such as Microsoft Office, Microsoft Project Manager, etc.