

# Duc Le

Ho Chi Minh City, Vietnam



## Summary

A logical thinker, a natural planner and organizer. I have good business acumen and am capable of learning quickly, strengthened with high curiosity that help me to well adapt to various business domains and positions successfully. Typically, not very good at selling myself in speech, but definitely, I am competent and always strive to delivering high quality working standards

## Experience



### Project Manager

Cadena HRM

Nov 2017 - May 2019 (1 year 7 months)

Monitor International Projects from initiation through delivery using Waterfall & Agile approach

- Serve as liaison between the company and customers to ensure all expectations, targets and requirements are met
- Plan, organize and manage different projects simultaneously
- Project requirements handling & analysis
- Team support & management: Task, Expectation and Conflict Management; People development
- Perform sprint demonstration
- Work closely with technical lead to ensure work quality and resource utilization
- Monitor project deliverables and progress through effective and continuous communication with project members
- Disseminate information on any problems or potential delays in a timely manner

#Projects Portfolio: successfully develop & integrate HRM Software Product to client's system – digitalize operations & improve efficiency; some of the most prominent projects including:

- Laos: ST Bank (Industry: Banking – Local Partner: Datacom)
- Thailand: GNX – GDC: Grand Diamond Hotel & Casino (Industry: Hotel & Casino – Local Partner: Genex Solution)
- Cambodia: Community Development Foundation Cambodia (Industry: NGO – Local Partner: Campura)



### Human Resources Analyst - Project

Baker Hughes

Jan 2017 - Oct 2017 (10 months)

- Analyze current operations
- Define data recovery and improvement projects goals
- Plan, organize and deliver projects
- Manage HR operations to ensure smooth transition, including:
  - C&B & Recruitment
  - System management & Performance Management

## **HR Generalist - HR Project**

A.P. Moller - Maersk

Mar 2016 - Oct 2016 (8 months)

- HR Transformation (Digitalization) Project:
  - Work with global team on project planning & delivery
  - Facilitate new system & processes training & Hypercare for Managers & staff in transition period
- Manage HR operations to ensure smooth transition to new system/process, including:
  - # Compensation and Benefits
    - Monthly deliver Payroll, PIT & Insurance timely including Government reports and payment with high accuracy
    - Quaterly and Yearly bonus calculation
    - Advising and explaining concerns for employees about C&B matters, Group Policies and Labor law.
    - Managing Data Transfer & Integration – Local focal point for Payroll Parallel running and cross checking with Global External Payroll Partner in HR Transformation project.
  - # Recruitment
    - Take lead for Temporary position recruitment for all Viet Nam locations and Cambodia
    - Manage & Record Cluster Recruitment System
    - Manage Recruitment Transformation Project: coordinating to support process change for recruitment – transferring to Global partner.
- Manage HR Systems & Performance Review Cycle



## **Human Resources Consultant**

Talentnet Corporation

Jan 2015 - Feb 2016 (1 year 2 months)

- Provide HR Management Services for Contractors from Onboarding to Termination
- Provide Professional HR Consultancy for Clients on Labor Relations & Regulations
- HRIS implementation project: support in system testing, giving feedback to development team, facilitate new system training



## **Online sales intern**

Queen Food Company Limited

Dec 2013 - Oct 2014 (11 months)

- o Research and generate lists of potential customers.
- o Post Sales advertisings
- o Provide input on customer briefs, presentations, and sales literature.
- o Help develop client relationships and retain existing accounts.
- o Assist in evaluating new opportunities.
- o Learn and apply sales techniques.
- o Maintain sales record

## **Education**



### **University of Manitoba**

Master's degree, Data science and Business Management

Sep 2019 - Feb 2022



**University of Economics Ho Chi Minh city**

Bachelor's degree, International Bussiness

2010 - 2014

## **Licenses & Certifications**



**Certificate of completion - PMP Training** - Master of Project Academy



**Project Selection Methods** - Udemy

## **Skills**

Project Management • Consulting • Stakeholder Management • Customer Service • Teamwork •  
Business Analytics • Creative Problem Solving • Business Analysis • Data Analytics • Negotiation