


MAI DINH DONG

PROJECT MANAGER (PM)



 Male

 Dec 06, 1986

 [Redacted]

 [Redacted]

 [Redacted]

 Ho Chi Minh, Vietnam

SKILLS

● Project Management

Project manager experience with 6 years of experience

● Database

Proficient in using SQL Server version from 2017

● Computer

Word, Excel, Powerpoint, MS Project

● Language

Basic English

HONORS & AWARDS

2018: Potential software deployment team leader of VNResource CO. LTD

CERTIFICATIONS

2009: Analyze database design with Rational Rose tool

INTERESTS

OBJECTIVE

A competent and experienced Project Manager with over 6 year experience in managing multi-disciplinary team of varying sizes and complex programs of work. Has the ability to build very strong relationships with all key stakeholders and to turn vague proposals into reality. Especially successful in those management roles that need rigor, a high level of drive, dedication and strong focus.

EDUCATION

● Van Xuan College of Engineering and Technology

Major: Software engineer

Oct 2009 - Sep 2011

----- GPA: 7.5/ 10

WORK EXPERIENCE

● FPT Software

Project Manager

Nov 2021 - Present

Project: Accounting, Claim System

Role: Project Manager

Main job:

- Planning implementation, taking requirements and analyzing customer requirements
- Support official operating system
- Resolving outstanding issues
- Report project status directly to customers

● FPT Information System Company Ho Chi Minh (FPT Information System)

Project Manager

Mar 2020 - Oct 2021

Project: Deployment of Human Resource - Salary Management software project for Phu Nhuan Jewelry Joint Stock Company (PNJ).

Role: Project Manager

Main job:

- Manage, plan and build a team to perform functions for HR software
- Planning implementation, taking requirements and analyzing customer requirements, configuring the system

and deploying the system for customers, reporting daily work to customers.

- Analyzing requirements, documenting, testing integration of HRM system with PNJ's systems such as HRIS, SAP,...

- **Viet Nang Knowledge Resource Company Limited (VNResource CO. LTD)**

Team Leader

Oct 2018 - Feb 2020

- **Project 1:**

- + **Oct 2018 - Aug 2019:** Deployment of Human Resource - Salary Management software project for Thien Long Ballpoint Pen Group Joint Stock Company (Thien Long Group).

- + **Role:** Team Leader

- + **Main job:** Planning implementation, taking requirements and analyzing customer requirements, configuring the system and deploying the system for customers, reporting daily work to customers.

- **Project 2:**

- + **Sep 2019 - Feb 2020:** Deployment of HR - Salary software management project for Isuzu Vietnam Automobile Co., Ltd.

- + **Role:** Team Leader.

- + **Main job:** Planning implementation, taking requirements and analyzing customer requirements, configuring the system and deploying the system for customers, reporting daily work to customers.

- **BSD Solutions Co., Ltd.**

BA/ Project Manager

Mar 2017 - Sep 2018

- **Project: Deploying Management Farming Software Project on Microsoft Dynamic CRM 2015 on platform technology, the abbreviation is FRM** for 6 sugar factories of TTC Group:

- o Thanh Thanh Cong Gia Lai Sugar Factory

- o Bien Hoa Sugar Factory

- o Bien Hoa Tri An Sugar Factory

- o Phan Thiet Sugar Factory

- o Ninh Thuan Sugar Factory

- o Tay Ninh Sugar Factory

- **Role:** BA/Project Manager.

- **Main job:**

- + Phase 1: Team lead deploys FRM version 1 software for Thanh Thanh Cong Gia Lai Sugar Factory and supports the remaining factories

- + Phase 2: Team lead analyze requirements, make implementation plan and guide user training of FRM v2.

- **Tinh Hoa Solutions Joint Stock Company (Tinh Hoa Solutions)**

Software Deployment Team

Leader

Oct 2014 - Feb 2017

- **Oct 2014 - May 2015:** Deployment of Human Resource - Payroll Management software for QSR Vietnam Co., Ltd.

- Role:** Team Leader

- Main job:** Planning implementation, taking requirements and analyzing customer requirements, configuring the

system and deploying the system for customers, reporting daily work to customers.

- Jul 2015 – Nov 2015: Deployment of Human Resource - Payroll Management software for Saigon Paper Joint Stock Company.

Role: Team Leader

Main Job: Planning implementation, taking requirements and analyzing customer requirements, configuring the system and deploying the system for customers, reporting daily work to customers.

- Dec 2015 - Apr 2016: Deployment of HR - Payroll Management software for Viet Trung Paper Joint Stock Company.

Role: Team Leader

Main Job: Planning implementation, taking requirements and analyzing customer requirements, configuring the system and deploying the system for customers, reporting daily work to customers.

- May 2016 - Sep 2016: Deployment of Human Resource - Payroll Management software for Tan Viet Xuan Joint Stock Company (Vixumilk).

Role: Team Leader

Main Job: Planning implementation, taking requirements and analyzing customer requirements, configuring the system and deploying the system for customers, reporting daily work to customers.

- Oct 2016 - Feb 2017: Deployment of Human Resource - Payroll Management software for Viet Long An Medical One Member Limited Liability Company.

Role: Team Leader

Main Job: Planning implementation, taking requirements and analyzing customer requirements, configuring the system and deploying the system for customers, reporting daily work to customers.

ACTIVITIES

- **Join volunteer groups**

Member of a volunteer group

Jan 2009 - Feb 2010

Join volunteer groups to help make vegetarian meals at temples when you have free time on weekends